Erin O’ Toole

 Ballygahan Upper,

 Avoca,

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To Whom it May Concern:

I would like to apply for the traineeship programme at Byrne Wallace LLP. I have recently graduated from my degree studying business and law at Maynooth University, achieving a 2:1 and I wish to progress into a career in law as I have had a strong interest in many of the law modules I have studied. I am particularly interested in the range of educational opportunities the firm offers. I feel this would be a valuable experience for me to begin my career in law and a chance to challenge myself in a supportive environment. I have recently sat 2 Fe1’s and I am awaiting results.

A role at Byrne Wallace for me would mean that, I could use the various skills I have learned in my part time jobs interacting with customers. These skills I have learned have allowed me to adapt easily to different workplace environments and I am confident they would help me interact with clients and colleagues. The skills I have acquired through my part time jobs such as communication, attention to detail and being able to work in a team efficiently should help me excel in many different areas at your firm. I acknowledge that while it will be rewarding, it will be challenging too, but I am up for a challenge and would like a chance to develop my skills further, to gain an insight into the high-quality work done at your firm and for the opportunity to ask questions and further develop my knowledge from people who work in this environment every day.

I believe my undergraduate degree has provided me with a specific skillset that is ideally suited to a role at Byrne Wallace LLP. I have gained the ability to critically analyse information and apply it where needed. I have also gained problem solving skills which would be useful to me in drafting legal documents and solving legal disputes. An experience that I found particularly valuable during my degree was the mock trial I completed in first year. This gave me the skills and practice of analysing a case and picking out the important facts. I was then able to relate this to the ongoing issue in the case and argue my point across. This also helped me develop my public speaking skills as our mock trial was completed in front of one of the other groups.

Throughout my degree I have continued the hobbies that I love in my spare time. These include reading and camogie. I play for my local camogie team, my dedication to my team shows a time management aspect that I have worked around. I am motivated to play the sport and be a part of the team so I put in the effort to be there when I can. Throughout my degree I have continued to manage my time effectively so I can fit in college and work all while still being able to play the sport I love and commit to my team. This is very important to me because camogie is a team sport and as a result, commitment and dedication is a main factor that is needed for a team, for us to work together and play well on the pitch.

Thank you for taking the time to review my application, I would be very grateful for any available opportunities or advice to help me begin my career.

Yours Sincerely,

Erin O’ Toole