Dear Graduate Manager,

I wish to apply to the ByrneWallace Traineeship and have attached my CV for your consideration. I have recently graduated from University College Dublin with a First Class Honours Degree in Business and Law. I am a current FE-1 candidate and I expect to complete all eight examinations by September 2024. I am a recipient of the UCD Entrance Scholarship Award in recognition of achieving over 560 points in my Leaving Certificate. My top-tier academic results show that I can perform to the highest standards and could thrive given the opportunities provided by ByrneWallace traineeship.

ByrneWallace is a firm that I admire for its values and culture, and it is of particular interest to me given its position as a leading advisor on some of the most complex and innovative transactions in Ireland. ByrneWallace’s ‘One Firm’ culture is one into which I could seamlessly integrate given my extensive experience working as part of a team in both professional and academic environments. The prospect of learning from highly respected experts and contributing to a dynamic and progressive firm is hugely exciting.

My experience as a KPMG corporation tax intern working with a large team on complex commercial deals has nurtured my leadership and teamwork skills. Liaising with associates on due diligence reports has shown me the importance of collaboration in delivering top tier services to all clients. The ability to integrate legal matters with other services would stand to me when working on a cross-departmental basis to produce tailored solutions that align to clients business objectives. I would like to further hone these skills to become a first-rate corporate solicitor, and the ByrneWallace traineeship represents a platform to do so. Further, I believe that ByrneWallace’s traineeship would provide me with a unique opportunity to effect practical solutions and generate material results for corporate clients while also satisfying my academic interest in, and appreciation of, the law.

I am an avid sportsperson who enjoys keeping fit through running and playing tennis. My involvement in sport has developed my discipline and resilience. I enjoy volunteering and I regularly take part in community initiatives. I am an active member of the Investors & Entrepreneurs and Student Legal Service societies in UCD. Further, my role as the UCD Law School Staff Student Forum Class Representative for 2022/2023 has not only honed my leadership skills but has also reinforced my commitment to fostering effective communication and collaboration within a team.

I welcome the opportunity to discuss my application and hope you will be persuaded of my potential to perform well on the ByrneWallace Traineeship. I look forward to hearing from you.

Yours sincerely,

Erin Orr