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Ciara Loftus,

Human Resource Manager,

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29th October 2020

Traineeship Application

Dear Ciara,

I would like to apply for the trainee position in ByrneWallace for the year 2022, upon graduating from UCD ‘Sutherland School of Law’ in 2021. I am currently a final year ‘Law with History’ student and am fully immersed in my course, constantly pushing myself to achieve high academic results. ByrneWallace is undeniably one of Ireland’s leading law firms receiving numerous prestigious accolades, including top legal advisor to the Public Sector in both 2018 and 2019 and the only large Irish law firm to receive the Lexcel accreditation.

I note that ByrneWallace was awarded Law Firm of the year 2016, demonstrating their outstanding attention to detail and exemplary legal knowledge, specialising in all significant areas of Irish law. As working with ByrneWallace has been an ambition of mine, I recently tuned into the trainee insights webinar held on 20th October 2020. ByrneWallace was described as a ‘collaborative culture’ by Martin Cooney, a Partner and the Head of the Construction Law team who explained that teams work together in ByrneWallace to achieve an outcome. Martin emphasised that everyone’s opinion is valued which makes ByrneWallace stand out from other large Irish law firms as there is no hierarchical culture. There were a number of qualities highlighted which ByrneWallace look for in a trainee such as strong interpersonal skills, good sense of decency, enthusiastic and motivated, all of which I believe I possess.

I believe that I would be a strong candidate for a place as one of your trainees. I am a determined, dedicated and sharp-thinking Law student that understands success is the result of hard work. I have engaged in many group projects through college so understand the value in collaboration. I have always strived to perform to my utmost ability, securing a high 2:1 consistently throughout college. Gráinne Murphy, Senior Associate mentioned in the webinar that flexibility and adaptation to certain circumstances is a key attribute of a ByrneWallace trainee. I completed an internship this summer with Fieldfisher LLP and was lucky enough to be placed in their offices and met many other co-workers virtually. I feel I adapted to this new working environment situation extremely well and made every effort to get to know people through skype and email, which was well reciprocated.

I was honoured to be elected as the Head Girl2 2016/2017 in my school, Loreto Beaufort, chosen by both the pupils and teaching staff. During this time, I represented the entire student body of over 600 pupils and took on the role as Head of the Student Council. This opportunity in my Leaving Cert Year instilled a passion for democracy, diplomacy and a great work ethic to achieve and strive for the best outcome for my peers, which I hope to carry on and do so for future clients.

I recently completed an Erasmus in Barcelona which ended earlier than expected due to COVID 19, however, I returned home with unforgettable memories and an in-depth knowledge of the Spanish Civil Law system. I have always kept up a part-time work position during college, working in the luxury retail industry and as an administrator in the ‘Beacon Hospital’. I am accustomed to dealing with high-pressure situations and using my initiative to assist people where possible in a fast-paced environment.

I am a sociable, friendly and confident person. In my spare time, I enjoy watching history and crime documentaries. I have completed all speech and drama grades for the Royal Irish Academy and have won multiple awards such as the Senior Shakespeare Cup. I love to travel and recently worked as a Sous Chef in Vancouver, Canada and although I did not come back Michelin star standard, I returned with amazing memories.

I would sincerely appreciate it if you considered me for a trainee position as I think I would be a great fit for ByrneWallace. I am an ambitious young woman, who is interested in getting hands-on valuable experience in an esteemed Irish Law Firm. Thank you for taking the time to read my application.

Yours sincerely,

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Eva Walsh.