Gráinne Carville

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Ciara Loftus

Byrne Wallace

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Dublin 2

24/09/2019

**Trainee Solicitor Application**

Dear Ciara,

I wish to apply for the position of Trainee Solicitor. I have completed a Masters in Hospitality Management, having initially studied Law at an undergraduate level at Trinity College Dublin. With work experience from the hospitality sector and in general practice, public law and commercial law, I have come to the conclusion that my ultimate ambition is to train as a solicitor within a progressive firm as ByrneWallace with an expansive range of practice areas, notably the Health Services department. I believe that ByrneWallace would be the ideal firm for me at this point in my career due to the experience I currently have and am seeking to further develop.

In light of my academic and practical experience, I am an excellent candidate for this role. As noted on my CV (attached) I have a lifelong record of strong academic performance. I also have a skillset that I developed from my varied work experience. These skills include drafting, research, and communication of information. In the development of these skills, I have learned the importance of attention to detail, consistency in approach, teamwork and commitment to the task at hand. I have proven my resilience in my ability to adapt to new working environments and challenges as they present themselves.

During my internship in a leading commercial law firm and indeed in my current role, I understand the life and work of a large and busy law firm. This teamed with my internship in Leinster House has taught me the importance of understanding the economic climate and emerging business trends in practice. ByrneWallace is the ideal firm for me due to its prominent position within the Irish legal sector and its relationship with government departments in the provision of legal advice, notably exemplified in the recent work with the Minister of Communications regarding protected disclosures.

Byrne Wallace is known for taking a client-centric approach in the provision of advice, winning Excellence in Client Service 2018. From my management experience in a luxury hotel, outlined in greater detail in my CV, I understand the commercial practicalities of running a business and how important it is to meet the expectations of the client within the clients’ timeframe. This management experience has also honed my people skills, organisational skills, my dedication to delivering outstanding service on a daily basis, my ability to work under extraordinary pressure and on my own initiative. As ByrneWallace is known for delivering an excellent service to their clients, I believe that I would be an ideal fit for the firm.

In summary, I am eager to develop upon my legal education and I feel that ByrneWallace is the ideal firm in which to do so. I want to train in ByrneWallace because of the level of support that is offered to trainees, teamed with the level of exposure trainees receive to each case, and the progression opportunities within the firm upon qualification. As an ambitious and driven individual, this is of utmost importance to me in my career as I aspire to one day be a partner within a leading law firm.

I look forward to hearing from you and can be contacted anytime at the number, email or address found on my CV.

Yours sincerely

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Gráinne Carville