Trainee Coordinator,

Byrne Wallace LLP,

88 Harcourt Street,

Dublin 2

Date: 16/10/24

Re: Trainee Solicitor Programme

To whom it may concern,

I am writing to express my keen interest in applying for your Trainee Programme. I have graduated from University of Galway, as well as being awarded with the Val O’Connor Memorial Award for the highest mark in Equity in my year. I am currently working as a Legal Assistant in Mason Hayes and Curran Solicitors and waiting on results for my final two fe1 examinations.

Byrne Wallace is a multi - award winning law firm, holding an impeccable reputation nationally and internationally. An element of this recognition is the client - centred approach of the firm, putting their clients’ interests first. Through working in Litigation and Medical Negligence, my work has been extremely client focused. In the vast majority of cases that I have assisted on, I was the first point of contact for clients when they walked through the door. I was also the first contact for any client queries. Now that I am working in Defence with high end clients, I have formed a relationship with that client as we are constantly working for that client as opposed to Plaintiff work where the majority of clients will only have one or two matters. Through holding the same priorities and work ethic as Byrne Wallace, I believe that I would be the perfect candidate for your Trainee Programme.

Byrne Wallace wants good communicators as communicating internally and externally is one of the key skills a Solicitor needs to get the job done. I have communicated with teams and clients in retail, HR and the legal sector. I have also communicated and made lifelong friends abroad when I was Irish dancing competitively. Byrne Wallace is a successful law firm with high end clients who want trainees they can trust to talk with clients as they are representing the firm. With all of the legal and life experience I have, fee earners will be able to entrust me with clients and Solicitors from other firms as communicating effectively is second nature to me.

Working as a Trainee is one of the most crucial stages of becoming a Solicitor, as the environment of the firm you train in shapes the Solicitor you are going to be. I want to train with the brightest legal minds, and I firmly believe that that environment exists in Byrne Wallace LLP.

Thank you in advance for taking time to consider my application. I hope that you consider me as a valid candidate for a place on your Trainee Programme. I have attached a copy of my CV for your consideration.

With Kind Regards,

Grace Callaghan