19 October 2018

Dear Trainee Programme Manager,

I wish to apply for a position on the Trainee Solicitor Programme at Byrne Wallace.

By way of introduction, I have recently graduated from the BBL programme in UCD and after gaining exposure to the legal profession through completing internships in varied practice areas and committing to leadership positions in my extracurricular pursuits, I aspire to qualify as a solicitor in Ireland and consider Byrne Wallace an excellent firm to commence my career.

I am attracted to the size of the firm as the scale will allow for an in-depth and multifaceted training experience, yet it is not so vast that it can lead to an impersonal atmosphere. The progressiveness of the firm is also apparent, and I consider the concept of a prospective trainee open evening testament to a positive and welcoming culture. Byrne Wallace’s strong position in the Irish, and increasingly the global, legal market is one which can only be strategically maintained by adapting to changes brought forth from technological developments such as Artificial Intelligence, being vigilant when addressing heightened cyber and competitive risks, and embracing the shifts in client demands and working preferences. I would welcome the opportunity to learn from colleagues who strive to keep Byrne Wallace at the forefront of the legal market.

As for how my strengths and attributes can align with the goals of the firm, I have a track record of thriving in new environments and maintaining composure and discipline when faced with testing circumstances. To evidence these claims, I will cite my recent decision to relocate to Boston while studying for FE1s and participate in a yearlong leadership programme in the State Street Corporation headquarters. The role has proved stimulating thus far as I can surround myself with high achieving colleagues and gain an invaluable insight into the fast-paced global financial services industry, an area in which I aspire to act as a trusted legal advisor during my professional career. I have also demonstrated personal initiative and the ability to prioritise throughout my time in UCD while working part time and thriving in student life as I appreciate the cruciality of being receptive to new opinions and building relationships in both the legal and other fields.

I would be very grateful to partake further in the trainee recruitment process as I am fully committed to the path of corporate law and am confident that I can present a strong case for my suitability to the firm.

Many thanks for your consideration.

Yours sincerely,

Grace Looby