Graham J. Coyne

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(087) 1362708

29th September 2019.

Ciara Loftus

ByrneWallace

88 Harcourt Street

Dublin 2

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Dear Ms Loftus,

I am an LL.M graduate writing to apply for the Trainee Solicitor Programme with ByrneWallace. I have successfully passed all of the FE1 Examinations, and at present, I am a Legal Executive with Wallace Corporate Counsel, prior to which I spent 6½ months as an Intern with Philip Lee Solicitors.

I am self-driven and goal-orientated, constantly seeking to learn, grow and adapt. During my time in the legal industry, I have gained valuable experience in Corporate / Commercial, Data Protection and Litigation Departments. These rotations have had a great impact on my ability to balance a varied workload, assume responsibility and build rapport with clients and colleagues.

In my current role, I provide direct support to Partners and Associates in the preparation of corporate documents such as share-for-share exchange packs, loan novation agreements and share purchase agreements. Typically, it is my role to prepare a first draft of these documents before circulating to the relevant Partner and Associate. This experience has helped me build on the foundations I established during my 4½ rotation in Philip Lee’s Corporate / Commercial Department, where I was involved in advising HPSU companies, conducting red flag due diligence reports and marking up commercial contracts. In addition, I was heavily involved in preparing a successful tender for a large group of Irish companies. This included estimating the time to complete a high-level due diligence and advising on the companies’ options for a corporate restructuring.

I have a keen interest in data protection and was assigned to the Data Protection Department for the duration of my 6½ months with Philip Lee. This involved responding to access requests, advising public bodies on their role as data controllers/processors and conducting website articles on topics such as data transfers post-Brexit. I was also a member of a 4 person GDPR team, where ensuring internal GDPR compliance, across HR, Accounts etc., was an ongoing priority. In addition to this rotation, I spent my final two months in Philip Lee’s fast-paced Litigation Department where compiling Booklets of Pleadings and Correspondence for court, and communicating with Counsel and the client, were daily features. I was also involved in mediations concerning public bodies and multi-million-euro claims.

I am confident that I would make a great fit for ByrneWallace. My client-facing experience in fast-paced commercial law firms, and in varied legal departments, would enable me to hit the ground running as a Trainee with ByrneWallace.

Thank you for your consideration, and I hope to be able to prove that I can become a valuable future member of the firm.

Yours faithfully,

Graham J. Coyne.