Byrne Wallace

88 Harcourt Street,

Dublin 2,

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Ireland

Dear Sir/Madam,

I am writing to you in application for the Trainee Programme opportunity. I am an LLB graduate and, at present, I am working as a paralegal with A&L Goodbody Solicitors. Having recently completed my Part 1 and Part CTA exams I am currently looking for the opportunity to begin my training as a corporate law solicitor. My main interest is in banking law which was sparked during my time in University having worked on the committee organising ELSA Irelands first summer law school on the topic. This has further been developed with my work with A&L Goodbody where I work as a Paralegal specialising in banking and property transactions. I thrive in the busy atmosphere of the commercial law firm and I get a great sense of pride from the work we do. From my experience I know that I want to work as part of a banking or property team who deal with transactions combining aspects of these areas of law.

As outlined in my enclosed curriculum vitae, I possess a wide range of skills that make me suitable as a trainee. From my time working in A&L Goodbody, EY and McDonalds I have developed strong team work skills. My focus is to deliver exceptional client service to each one of my clients. I work on my own initiative through contacting clients when I see potential issues arising and proposing innovative solutions. I developed strong leadership qualities during my time in Maynooth as President of ELSA Maynooth and organising events such as the International Negotiation Competition. While studying in Maynooth I was proactively involved in many clubs and societies and as such time management and working under pressure became the norm. These skills were further enhanced in EY where commercial and tax deadlines need to be met. Communication skills have been developed from communicating with clients, dealing with customers during my time in McDonalds and during my many roles with ELSA and the Irish Law Journal while in Maynooth.

After working with EY and studying for my CTA qualification I have realised that my passion ultimately lies with law. I learned invaluable skills in EY such as how to build and maintain client relationships, understanding and listening to a client’s issues and ultimately showing them the best course of action for their business. I wanted to challenge myself when I finished University but now I would like the opportunity to train as a corporate solicitor and I hope that Byrne Wallace can offer me this opportunity.

Byrne Wallace provides a great opportunity with their Trainee programme. The dedication to mentoring from both a partner level and from leading solicitors in each of their respective fields is an exciting prospect for any graduate. Having trained in EY I understand how valuable it is for firms to be dedicated to training and development. With the incoming economic challenges such as Brexit and the new VAT proposals from the EU it is crucial for firms to focus on the development of their people in more than one area. As such Byrne Wallace’s focus on training and development would make it an ideal place for me to start my legal training.

Should you have any questions please do not hesitate to contact me. Thank you for taking the time to consider my application and I look forward to hearing from you.

Kind Regards,

Grainne Keeling