No. 2 Moneenageisha Court

Moneenageisha Road

Galway

 14 October 2017

Dear Sir/Madam,

I would like to propose my candidacy for the traineeship programme at Byrne Wallace. Please find attached my curriculum vitae for your consideration.

I have recently graduated from NUI Galway with a Bachelor of Civil Law International degree. In 2015 I undertook a six month internship in the Office of the Director of Public Prosecutions and can confidently affirm that this experience has fuelled my desire to qualify as a solicitor. With a determination to achieve this goal I sat and passed five FE-1 exams and aim to sit my remaining exams this coming Spring.

The traineeship programme at Byrne Wallace appeals to me due to the dynamic and professional environment that you offer. Byrne Wallace has a long tradition of being at the forefront of law in Ireland and the opportunity presented to work with the brightest and best solicitors who are leaders in their respective fields is undoubtedly a compelling draw. In addition, I am attracted to the diversity and scope of your work as a firm providing specialist legal advice across a wide variety of practice areas.

I am an ideal candidate as I have used my experience working at GDSI Limited, one of Ireland’s most respected international development companies, to hone my analytical skills and common-sense business approach. In my time at the tendering department of GDSI I have significantly increased both the number of proposals we submit and the number of proposals for which we are shortlisted. Through my constant interactions with clients and our partner companies I have used my interpersonal skills to build solid relationships and foster business development. I aim to maximise my potential in every aspect of my life, personally, professionally, socially and academically and I believe that the Byrne Wallace traineeship programme may be the perfect platform to continue to do this.

In short, I believe the Byrne Wallace traineeship programme could be the ideal place for me to apply my ambition to excel, contribute substantially to the work of your office and ultimately become a valued asset to your firm.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Yours faithfully,

Hannah Varley BCL