Byrne Wallace

Solicitors

**Via email**

19 October 2017

**Re: Traineeship Application 2017**

Dear Sirs

I refer to the above matter.

I am a Trinity College Graduate of French and Italian Language and Literature and have completed a Post-Graduate Diploma in Law with Dublin Institute of Technology. I have been working in residential and commercial property in legal executive and assistant roles since 2015 and I am currently employed by Matheson. I wish to apply for a trainee role with Byrne Wallace. I believe my skill set, academic and professional background is a perfect match for the ethos and scope of your traineeship programme.

Byrne Wallace is a firm with a solid standing in the history of Irish law, whose success is a testament to their company culture and values. The success of Byrne Wallace is predicated on expertise, client focus and partnership; unsurprisingly, its market position reflects this. I recently attended your graduate open evening and I would like to take this opportunity to compliment you on the warm atmosphere you created for attendees and the time which you dedicated to sharing the Byrne Wallace experience with us.

My skillset and experience, both academic and professional is a strong match for the areas which Byrne Wallace specialises in. I have almost two years’ experience in commercial real estate with a top tier firm as well as one year in a small size firm, working in residential conveyancing, family law and litigation. This professional experience gives me a solid understanding of working in a large variety of practice areas as well as working in both small and large teams.

I have a diverse academic background, having completed an Honours Bachelor’s Degree in French and Italian Language and Literature in Trinity College, graduating with a 2.1. This degree programme focused on translation, history and politics as well as the study of foreign literature and culture. I then went on to complete a Post Graduate Diploma in Law at Dublin Institute of Technology. I have also passed five FE1 examinations and recently sat my final three examinations (results awaited).

In terms of my professional experience, I have been working in the legal field for several years. I began my career as a legal executive in Moran and Ryan Solicitors, during which time I had a very hands-on role, responsible for many of my own files and projects. I joined the commercial real estate department in Matheson in 2016 as a legal personal assistant. I have acted as the administrative lead on several portfolio projects and commercial block sales, and have guided our contract lawyers in the requirements of these projects.

What makes me a suitable candidate to join the Byrne Wallace team? I am diligent and focused. Not only do I know how to work hard, I enjoy it. I have sat all of my FE1 examinations while working full-time for Matheson. I began working in law while completing my post graduate diploma as I was eager to develop the practical skills required to pursue a career in law.

I am passionate about learning new skills and have a wide range of interests. I have moved from language learning to law and maintain a passion for both. I am constantly trying to expand my range of knowledge and abilities by reading, staying engaged with current events and seeking out new challenges in the work place.

I am a people person and have a strong understanding the significance of branding and client services. Having worked in the luxury fashion industry in both Dublin and Paris, I have a lot of experience in brand promotion and representation as well as client management. I believe that the legal industry relies on strong marketing, whether that comes in the form of word of mouth or through excellent PR campaigns. With my background in managing clientele in both retail and law, I feel that I bring a heightened understanding of the importance of good customer service and client engagement. Furthermore, I am a team player and love to engage socially with my colleagues. I have represented Matheson at the Calcutta Run in the Law Society as well as being involved in many of our internal staff events.

Finally, I am experienced. I have worked in many areas of law in roles of responsibility. Understanding how to work efficiently in the office environment is half the battle when starting a career in law – I feel I have already surmounted this.

I hope I have illustrated to you the reasons why I would love to join your team and moreover, why I would be a great fit for Byrne Wallace.

Many thanks in advance for considering my application. Should you have any queries, please do not hesitate to contact me at any time.

Kind regards

Hannah Vero