

**12 Furness Manor,
Johnstown,
Naas,
Co. Kildare,
W91 FP83.**

30th October 2020.

**Ms. Emily Murray,
Human Resources Department,
ByrneWallace,
88 Harcourt Street,
Dublin 2,
D02 DK18.**

Re: ByrneWallace Trainee Solicitor Programme.

Dear Ms. Murray,

Further to your advertisement on the ByrneWallace website, I am writing in order to apply to the firm's Trainee Solicitor Programme.

I was motivated to apply for a traineeship with ByrneWallace for a number of reasons. First and foremost, I was encouraged by the fact that ByrneWallace is a full service law firm with expertise across a broad number of practice areas. As I have a wide range of interests in law, I would very much welcome the opportunity to gain exposure to such a variety of practice areas prior to qualification. I was also encouraged to apply owing to the quality of the work done by the firm. The training programme presents an exciting opportunity to engage in high calibre work of a challenging nature and I would very much welcome the chance to train alongside legal professionals who are among the most eminent in their fields. Finally, I have had the privilege of meeting trainees of the firm at numerous careers fairs throughout my time at university. On each occasion, I was struck by how highly each trainee spoke of the quality of the training offered by the firm. I was particularly enthused to learn of the firm's unique approach to education and career development throughout the trainee programme. This was a significant factor in my decision to apply for the programme as I believe that an environment that fosters collaborative learning and development to such high degree will provide an excellent foundation for my future career in law.

Both my academic and professional experience to date not only demonstrate my commitment to establishing a career in law, but also make me an exceptionally qualified candidate for the trainee solicitor programme. I am a graduate of the UCD Sutherland, having obtained a Bachelor of Laws in 2018 and subsequently completing a Master of Laws in 2019, graduating with first class honours. Additionally, I have undertaken a number of internships and work placements, both legal and non-legal, in which I have had the opportunity to further develop and refine my skills. In my current role as a Judicial Assistant, I work as part of a team assisting members of the judiciary of the Supreme Court. During my time in this position, I have displayed outstanding organisation and time management skills while working in a busy and dynamic

environment. In addition to assisting my assigned Judge in carrying out legal research, drafting and proof reading judgments, I also provide support to the Judge in a court going capacity. This involves managing the Judge's diary, accompanying the Judge to court, overseeing compliance with all court room regulations and researching matters of law which arise in the conduct of proceedings. Moreover, in 2019, I completed a legal internship at the Irish Refugee Council's Independent Law Centre. Throughout the course of my internship, I expertly honed my written and verbal communication skills, while assisting on the Irish Humanitarian Admission Programme, a family reunification programme for refugees in Ireland. During the programme, I regularly met with and interviewed refugees, assisted in the completion of their proposal forms and provided them with vital information in respect of the overall process. I also completed and submitted detailed legal submissions to the Department of Justice in support of IHAP proposals. I not only felt great satisfaction in contributing to the mission of the Irish Refugee Council in assisting with the family reunification process, but was also praised by managing solicitors for my ability to deal sensitively and empathetically with clients.

In addition to my work experience, I have built upon my legal research, writing and advocacy skills in a number of ways. I completed a graduate thesis on the topic of reception conditions for asylum seekers in Ireland for which I achieved an A grade. I was awarded 3rd place nationally in the Bank of Ireland Legal Writing Competition for my essay on pure economic loss. I am also proficient in the use of Microsoft Office and a variety of legal research databases including Westlaw, Justis and LexisNexis. Moreover, throughout my time at university, I was an active member of the Student Legal Service. I volunteered at the weekly legal clinic, providing fellow students with free legal information across a range of areas. I also served on the committee of Please Talk UCD, a student-run mental health society. During my time on the committee, I had the opportunity to organise events as part of UCD's annual Mental Health Awareness Week, lobby for better counselling services on campus and promote greater mental health awareness throughout the student body.

I attach herewith a copy of CV, outlining my relevant skills and experience. Thank you for taking the time to consider my application and I look forward to hearing from you in due course.

Yours Sincerely,

Hayley Dowling.