Ciara Loftus

ByrneWallace LLP

88 Harcourt Street

Dublin 2

D02 DK18

7 October 2021

**Re: Traineeship Application 2022**

Dear Ms Loftus,

I wish to be considered for the position of trainee solicitor with ByrneWallace. I passed all eight FE-1 examinations earlier this year and I currently work as a paralegal with Fieldfisher in their Public and Regulatory Department. I believe that ByrneWallace would be a great fit to progress my legal career and to train in a firm which focuses on integrity, respect and inclusion which are values I strongly believe in.

I was awarded a 2:1 on completion of the Professional Diploma in Law in 2018, in University College Dublin. Prior to this, I completed a Bachelors of Civil Law and Arts (Economics) Degree with Clinical Placement in Maynooth University. During my undergraduate degree, I suffered a period of illness, so I believe my postgraduate results better reflect my capabilities.

I have previously worked in two other commercial law firms in Dublin, which has given me great experience and insight to the legal profession. I enjoy being challenged by problems and coming to the best possible solution, through hard work and research for the benefit of the client. I thrive under pressure and love the fast-paced environment of the commercial and legal sectors. I am excited by the legal knowledge and experience that a firm like ByrneWallace has to offer as one of the largest full service law firms in Ireland.

I believe that my experience with Eversheds Sutherland and A&L Goodbody will be highly beneficial and applicable in a traineeship with ByrneWallace. During my time in these firms, I worked on various projects, doing work at both paralegal and trainee level. My organisational skills and attention to detail have been developed through updating and managing client files and archives. My attention to detail was also of great benefit in assisting with drafting agreements and other ancillary documents. I have strong interpersonal and communication skills which have been strengthened through attendance at client meetings and AGMs and through direct client contact by email and telephone, as well as working as a member of several teams with different team dynamics.

In addition to my experience in commercial law firms, I was also on the committee of European Law Students Association (“**ELSA**”) during my time in Maynooth, where I organised the negotiation competition. I was also Clinic Co-ordinator for Free Legal Advice Clinics (“**FLAC**”) at Maynooth University. I have been involved in Girl Guides and Scouting Ireland and I was a member of the Volunteer Staff for the National Scout Campsite of Ireland for many years. My involvement in FLAC, ELSA and scouting has greatly developed my communication, interpersonal and problem-solving skills.

My exposure to corporate law firms has prepared me for the high intensity and demanding nature of the corporate world. I believe that my knowledge and skills will be of immense benefit to BryneWallace and its clients, if given an opportunity to demonstrate such skills. I strive to be a strong voice within any team, but actively listen and support colleagues at the same time while observing and taking guidance from senior, more experienced colleagues.

I would like to thank you at ByrneWallace for considering my application, and I will be available for interview or further discussion. I look forward to hearing from you.

Your sincerely

Holly Billings