Iseult Martin

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Malahide

Co Dublin

20 October 2017

Crona McLoughlin

HR Manager

ByrneWallace

88 Harcourt Street

Dublin 2

Dear Ms McLoughlin,

I am writing to you to apply for the Trainee Solicitor Programme at ByrneWallace. I am a 2016 Bachelor of Civil Law graduate from University College Dublin.

Throughout college, I enjoyed developing my knowledge of the commercial legal world. I endeavoured to undertake commercial-focused modules where possible and it became apparent it was an area in which I excelled. In my penultimate year of my degree, I was ranked second out of the Bachelor of Civil Law Class. In order to ensure that I wanted to pursue a career in law, I sought to gain a variety of legal work experience.

Most recently, in Eversheds Sutherland, I worked on the Restructuring and Insolvency team within the Litigation and Dispute Resolution Department. This role primarily involved restructuring and enforcement work in respect of large borrowers. I was also solely responsible for the coordination of documents for an expert determination process. Following the completion of the process, I was commended for my organisation and commercial awareness skills in accurately determining the documents to be included. As the sole intern on the team, I was afforded the opportunity to gain real exposure as to what is required to work in a commercial law firm. This work experience taught me that awareness of a client’s objectives and commercial needs is key to delivering a valuable service in law. Similarly, in Gore & Grimes, I joined the team as they were leading up to a large Court of Appeal trial. I was given a great variety of work in preparation for the trial, which varied from preparing a research memo on commercial liability to ensuring continuous communication with the client. As ByrneWallace is renowned for its ability to consistently deliver results for clients, I believe that I would be afforded the opportunity, as a trainee, to continue to develop my skills while gaining valuable commercial experience working with clients.

In addition to my legal experience, I have developed a large number of skills through extra-curricular and non-legal work experience, which I believe are essential to a career in commercial law. In 2016, I travelled to Tanzania as a Student Leader with UCD Volunteers Overseas. I was responsible for a team of 20 volunteers alongside two other leaders. In advance of our departure overseas, I was responsible for ensuring that the team completed their preparatory work and pre-departure training. In order to achieve this, I organised bi-weekly meetings to ensure that the team were fully aware of the project aims and had an opportunity to communicate any issues accordingly. While overseas, I coordinated a computer education project and liaised with the local schools and the Tanzanian charity with whom we worked. Communication was critical between the team and also between our local partners. Fortunately, due to regular meetings and communication, the project was a huge success. As a team, we created lasting and tangible benefits to the community.

As I undertook the role as Student Leader while in my final year of my degree, it required excellent time management and teamwork skills. I am aware that these are qualities you seek in applicants. Additionally, this experience has demonstrated my leadership and organisation skills and my ambitious attitude, which ByrneWallace expects.

Through my part-time retail experience, I developed excellent communication and customer service skills, which I have since put in to practice in my legal work. While working in SuperValu, I obtained a score of 99 out of 100 from a Mystery Shopper, which reflects my ability to establish good relationships with customers/clients. Due to this, I was promoted from a floor assistant to a sales assistant. On a number of occasions, I was responsible for addressing customer problems and providing a speedy solution. This required excellent communication and interpersonal skills. Through my legal experience, I have used these skills to build rapport and effectively communicate with clients. ByrneWallace has an extremely strong client focus. In order to deliver an efficient and effective service to clients, communication and interpersonal skills are paramount. Therefore, I believe that I have developed the necessary skills to provide such a service.

Over the past number of years, I have been fortunate to gain an insight in to ByrneWallace’s culture and ethos. It is this insight that has led me to believe that as a trainee in ByrneWallace, I would be encouraged to develop to my full potential. In 2015, I attended the trainee solicitor open evening. The supportive, inclusive and approachable nature of staff was extremely apparent. Of the trainees I spoke with, they all expressed the levels of support and meaningful work they were afforded throughout the traineeship programme. Therefore, due to the strong calibre of clients and the fast paced environment, I believe that the opportunity offered to a trainee in ByrneWallace is unparalleled.

Thank you for your consideration and I look forward to hearing from you.

Yours sincerely,

Iseult Martin