13 October 2016

Isolde McDonough

087 172 8833 isoldemcdonough@gmail.com 38 Lynwood, Dundrum, Dublin 16

Head of Trainee Recruitment

Byrne Wallace

**Re: Graduate Traineeship**

Dear Sir/Madam,

Please find enclosed my CV in application for the Trainee Development Programme. I am applying to Byrne Wallace Trainee Programme 2018 intake as I believe the skills I have acquired throughout my undergraduate history degree have provided me with a foundation that would make me a successful and valuable trainee. I recently graduated university, (June 2016), leaving with a 2:1 BA (Hons) in History. I will be taking my first batch of FE1 exams in Spring 2017.

Throughout my history degree, I have enjoyed developing my analytic and problem solving skills. This has enabled me to process large quantities of information whilst discerning the most salient points, skills that are imperative for this traineeship. My undergraduate degree encouraged me to absorb and process information at a quick pace, but most importantly taught me the importance of working equally well both independently and as part of a team. Additionally, my history degree has honed my ability to critique information succinctly, enabling me to efficiently research and access relevant information to back up my arguments. I believe that the capacity to contextualise and challenge set ideas are prerequisites to the study of history and the practice of law and I believe these skills will enable me to make a success of a traineeship at Byrne Wallace, should I be given the opportunity.

Furthermore, during my time interning at the Consulate of Ireland, San Francisco, I developed practical skills which are both transferable and necessary to work in corporate law. Primarily, the ability to adapt to working in a different country, in an unfamiliar environment is a key practical skill that I gained through this experience. Adaptability is a trait that is crucial towards working in an outward looking firm like Byrne Wallace.

However, though academic skills are of course important, I do not wish to neglect the importance of other experiences and interests. As expressed on my CV the variety of other interests and experiences I have outside of the academic sphere, I believe will enhance my ability to do well in the workplace. Exposure to different cultures and lifestyles has broadened my understanding of the increasingly globalised environment and workplace. Furthermore, by regularly playing sports and keeping active I have outlets which are helpful towards maintaining a more rounded lifestyle that would help me become a valuable member of Byrne Wallace’s burgeoning team. I am available for interview at your earliest convenience.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,
Isolde McDonough