26 March 2023

 Dear Byrne Wallace Recruitment team,

I am excited to apply for the 2025 Training Contract at Byrne Wallace, drawn to the firm's commitment to innovation and its reputation as a leading legal service provider. As an FE-1 candidate and a legal professional early in my career, I am eager to contribute to and grow within the dynamic environment at Byrne Wallace.

My experience as a paralegal in the tax and real estate departments at Arthur Cox has provided me with strong communication, teamwork, and problem-solving skills that align with the requirements of this role. In the tax department, I frequently gave presentations on developments in tax law, and in real estate, I led training sessions for interns and trainees. These experiences helped me refine my ability to present complex legal information clearly and confidently to different audiences. Additionally, my training as a FLAC volunteer strengthened my communication skills, as we aim to convey legal advice in a way that is easy for service users to understand.

I have a proactive approach to collaboration, honed through my involvement in various team-based projects. As a member of Arthur Cox’s Diversity, Equality, and Inclusion Committee, I worked closely with colleagues from diverse backgrounds to plan and execute firm-wide events, which required effective teamwork and strong interpersonal skills. My ability to build and maintain positive working relationships has been essential in every role I’ve held, whether collaborating with legal teams or working part-time in retail alongside colleagues of all ages.

My attention to detail, critical thinking, and ability to digest large volumes of information are further key strengths I bring to the table. Volunteering with 50808, a 24-hour crisis text service, sharpened my problem-solving skills, where I assessed complex situations in real-time and helped texters find practical solutions. Similarly, my retail experience has taught me to think on my feet, addressing customer queries with patience and professionalism, which complements my legal analytical skills.

I am thrilled about the opportunity to join Byrne Wallace, I am confident that my skills and enthusiasm will make a valuable contribution to the team.

Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,

Jacqueline