Cover Letter – Jane Daly

Dear Ms Onslow

I am a recent law graduate currently studying a Masters in Management Consultancy at Smurfit Business School. I have completed 8 FE1s and I am actively seeking a training contract with Byrne and Wallace for 2019. I believe I possess certain characteristics that will make me an ideal candidate for Byrne and Wallace to invest in.

I believe I have a great deal of sincerity and integrity strengthened through my years working in a small law firm. The size of the firm meant that I was intimately dealing with clients on a regular basis and dealing with issues that were at times highly sensitive. For instance clients going through a divorce would trust me with very private details about their marriage and clients who had lost their child due to the negligence of the HSE would have to recall that experience in front of me and I would need to reassure them that they would see justice done in one form or another. The importance of delivering on promises made to these clients was heightened by the fact that these clients were often local and invariably I knew these people on a personal level and so pressure to deliver was ever present.

In terms of work ethic I believe that I have the ability consistently deliver exceptional results. I have worked hard throughout college and in sport and I am constantly looking for ways to challenge myself. For instance whilst in my undergrad I decided to put my name forward for a chance to be selected to study abroad in Helsinki and my application was successful. I felt that the opportunity would provide me with greater opportunities as well as presenting me with the challenge of adapting to a new culture and way of life. In tennis I have always strived to be the best I can and I kept learning from my failures and developing my skills which eventually led me to be ranked 5th in Ireland under 18. I continue to coach junior tennis players and pass on everything I have learned from my years of competing.

Innovation is a value that I hold very close to my heart. Both my parents run their own businesses and I have watched them work incredibly hard to get to where they are today. I have been involved in these businesses from a young age and was tasked with much responsibility. From the age of 16 I was running the B&B branch of the restaurant, responding to trip advisor reviews and drawing up the weekly rosters. Recently I noticed a market for hot spot office space in my locality so after consulting with my family law firm I advertised any free office space and we now have a very successful business renting free office space.

Finally I believe that I can be very responsive which is critical when working for clients. I have furthered this skill in my current masters where I have learned how to quickly identify clients’ needs and how to respond to those needs. In consulting and indeed in law it is sometimes the case that the solution that is needed is not the solution desired by the client. As such it is imperative that employees are able to articulate effectively to clients in a way that is convincing and more importantly retains clients and attracts new ones. My main motivation for studying Consultancy was to see things from the clients point of view and understand how businesses work and how as lawyers we can respond to those needs and I believe this skill will only enhance my work as a lawyer.

Having experienced working in a commercial law firm I have no doubt that the work would be challenging, exciting and fast paced but the prospect excites me greatly and I would relish the opportunity to be a trainee at Byrne and Wallace.

Thank you for taking the time to consider my application and I hope you will look upon it fondly.

Best Regards

Jane Daly.