

Jane O'Doherty

Address: 'Monticello'
Baltrasna,
Ashbourne
Co. Meath

Phone: 086 88 737 48
Email: janeodoherty99@gmail.com

October 1st, 2021

Dear Sir/Madam,

I am currently undertaking my final year of Law in University College Dublin. I expect to graduate with a high 2:1 in September 2022. I wish to apply for a place on the Trainee Solicitor Programme with your firm. Please find attached my CV for your perusal.

A position on the Trainee Solicitor Programme would be an excellent opportunity for me to begin and continue to grow my career. I believe a firm such as Byrne Wallace can offer me exceptional training and expertise in a number of practice areas which greatly interest me, while also exposing me to new areas of practice. I have a strong interest in a range of areas of Law, most specifically Internet Regulation, Intellectual Property, Data Protection and Competition Law, and I feel Byrne Wallace, as a full service law firm, would be the perfect place to continue expanding my knowledge and gaining hands-on experience in these niche areas. The collaborative approach of the firm appeals to me greatly, collaborating with both peers and professionals during my training will offer me many invaluable experiences and a chance to create a unique network with some of the best lawyers in Ireland.

The firm's commitment to gender equality is incredibly important to me. I previously held the position of Head Of Women in Business with the Investors and Entrepreneurs Society in UCD. In this role I worked to encourage female students to pursue careers in the corporate world through workshops and events such as 'Breakthrough Bubble'. This was a workshop I developed with my colleague which aimed to provide an environment where successful women in the corporate world could share their experience and knowledge to female students. To see that Byrne Wallace managed to achieve a 'fifty-fifty' gender balance among their partners is amazing but also encouraging as if offered a position on this programme I would love to continue my career within the firm.

I am ambitious and dedicated to my studies which is outlined in my academic record to date. I currently have a GPA of 3.53, equivalent to a 2:1 and I achieved 522 points in my Leaving Certificate. I have motivation to succeed as can be seen through the grades I have obtained whilst continuing to work part time throughout my degree and my second level education. I am eager to expand my knowledge and open to new experiences. I understand a successful career in law is demanding, requiring a high level of dedication and motivation, both of which I have showcased previously. As I work towards completing my degree I continue to work part-time whilst also running my own small beauty business. The high workload has kept me well rounded while I continue to prioritise my studies. I thoroughly enjoy my degree and am aiming for a rewarding career in Law, preferably with Byrne Wallace.

My previous work in both the retail sector and as a residential assistant in UCD has allowed me to develop my communication and problem-solving skills. I dealt closely with clients each day, offering them unique advice and solutions to their needs. Working in a target based retail job has made me confident that I can work well and even excel under pressure. I am a huge people's person with a keen interest to help others, an example of this being my work with Fáilte Isteach, a volunteer group working to provide English lessons to those currently living in direct provision.

To summarize, Byrne Wallace is my top choice firm. From what I have seen, Byrne Wallace excels in making a large firm feel inclusive. The firm is somewhere I could genuinely see myself growing my career as a solicitor. Thank you for taking the time to read my CV and I would greatly appreciate the opportunity for an interview to discuss a possible placement in your firm.

Yours faithfully,

Jane O'Doherty

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I am a final year student in UCD Sutherland School of Law studying Law (BCL). I am currently seeking a training contract in a firm which will provide the path to my future career as a solicitor. I have a strong academic background and I wish to enhance my educational and professional skills within a top Irish firm.

Education:

Exchange Student | Charles University, Prague, CZ

Jan - June 2021

- Participating in the student exchange programmed in CUNI for semester two of my third-year degree
- Studying Law from a Civil Law system perspective.

Bachelor of Common Law | University College Dublin

Sep 2018 – May 2022

Stage three GPA of 3.53 equivalent to a Second-Class Honours Degree

- Introduction to Economics A+
- Banking Law B+
- Evidence- Foundations B+
- English Public Law B
- Matrimonial Law and Reliefs B
- Financial Law of the EU C+

Stage two GPA of 3.43 equivalent to a Second - Class Honours Degree

- Theories and Concepts in International Relations A-
- EU Economic Law A-
- EU Constitutional Law A-
- Company Law II B+
- Property Law I B+
- Property Law II B+
- European Human Rights B-
- Individuals and the State B
- Planning Law B-
- Company Law I C+
- Criminal Liability C+
- Criminal Offences and Defences C+

Stage one GPA of 3.45 equivalent to a Second - Class Honours Degree

- Legal and Professional Skills A-
- Contract Law I A
- Constitutional Law I B
- Negligence and Related Matters B+
- Civil Procedure B
- Contract Law II B+
- Constitutional Law II B+
- Nominated Torts B+
- Criminal Procedure B+
- General Introduction to the Irish Legal System B

Blackrock Further Education Institute
Diploma in Theatrical and Media Makeup - Distinction

Sep 2017 - May 2018

Ashbourne Community School

Sep 2011- June 2017

- Head of Extra Curricular Activities (Non Sport Related)
- Agricultural Science Student of the year
- Achieved 522 Points in the Leaving Certificate 2017
 - Mathematics H5
 - English H2
 - Irish H3
 - Geography H2
 - Ag Science H1
 - Home Economics H2
 - Japanese H3

Volunteer Work:

Fáilte Isteach | English Tutor

September 2018 - September 2019

- Facilitated English lessons and conversational classes with individuals living in the Direct Provision System

Work Experience:

RocDoc Health Check | Customer Service

June 2021 - Present

- Assist customers with booking and appointment scheduling
- Work independently to resolve any issues that arrive
- Work under strict rules of GDPR

Benefit Beauty Company | Sales Assistant

Nov 2018 –March 2020

- Assisted and advised customers
- Coordinated and accurately recorded weekly stock orders
- Trained and supervised newly appointed staff members
- Responsible for opening and closing the store

Residential Assistant - University College Dublin

August 2019 - Present

- Interact with a large volume of students on a weekly basis.
- Ensure safety and comfort of students living on campus.
- Communicate Issues with Residential Services and help to rectify any issues promptly.
- Organising events for residents alongside UCD Estates.

Skills:

- Microsoft Office (Word, Excel, Access, Outlook and PowerPoint)
- Customer Service
- Communication
- Leadership
- Adaptability

Achievements and ExtraCurricular:

- Awarded up to grade 7 in Speech & Drama by the Royal Irish Academy of Music
- Received Bronze and Silver Gaisce Awards
- Head of Women in Business with Investors and Entrepreneurs Society UCD
- Represented UCD in Model United Nations NYC
- Peer Educator - Educated underclassmen on danger of drugs and alcohol

References:

Available on request