

Jane O'Quigley
Comeragh Lodge,
Silverspring,
Clonmel,
Co.Tipperary.

Head of Trainee Recruitment and Development
Byrne Wallace,
88 Harcourt Street,
Dublin 2.

20th October 2016

To whom it may concern,

I am writing to ask you to consider my application for the Byrne Wallace Traineeship Programme. I believe that my skills and personal commitment to excellence would be a good match for the type of client service that Byrne Wallace, the Irish Law Firm of the Year 2016, is renowned for.

I am applying to the Traineeship Programme because Byrne Wallace has an unparalleled reputation for excellent client based service. This focus on providing practical, reliable advice hugely appeals to me. During college as a member of the Student Legal Service and throughout my time as a legal intern I have developed practical communication skills which enable me to simplify and explain the law to clients. Additionally, as a top tier firm in all areas of practice I believe that Byrne Wallace would be an ideal firm for someone like me with diverse interests in a number of areas. I developed an interest in data protection and privacy law from my time working in a financial services compliance training firm and AIB. I was intrigued by the firm's commitment to information security when I read that Byrne Wallace is the first large Irish law firm certified for ISO 27001.

What truly made Byrne Wallace stand out to me, amongst all other top tier law firms is that Byrne Wallace is the only firm who acknowledge the difficulty of beginning a traineeship. I was impressed by the firm's commitment to learning and development. Byrne Wallace seems like a firm where trainees are valued. This was reaffirmed to me while reading the trainees testimonials and the fact that a partner is assigned to each trainee. I am applying to Byrne Wallace because I wish to be part of a firm where the training extends beyond legal knowledge to include technical skills, and commercial and financial awareness and the development of personal skills as well. This aspect of training is unique to Byrne Wallace.

I know that there is so much to be gained from a traineeship in Byrne Wallace but I also think there is a lot I can offer the firm. Through my varied work experience in client facing roles, from waitress to legal intern, I have developed excellent communication skills and I have learned to explain myself in a clear and precise manner. Through my time as an intern I have also come to appreciate the importance of listening to a client's exact needs in order to provide them with a customised and individual service. I have perfected the research and legal writing skills I learned while mooting in college. In addition, I excel when I work as part of a team, I have been able to adapt and apply the teamwork skills I gained through sport and other extra-curricular activities to all aspects of my working life. I believe that my communication skills and ability to work as part of a team make me a great candidate for the Traineeship Programme at Byrne Wallace

I would relish the opportunity to begin my legal career at Byrne Wallace and to work with some of Ireland's leading corporate law practitioners. I am confident that I would excel if given the opportunity to do so. I appreciate you taking the time to read through my application and would be grateful if you would consider me for the Traineeship Programme.
I look forward to hearing from you.

Yours Sincerely,

Jane O'Quigley