ByrneWallace,

88 Harcourt Street,

Saint Kevin’s

Dublin 2

29 September 2019

Dear Sir/Madam,

I am writing to apply for a position on the ByrneWallace Trainee Solicitor Programme. I believe that I have a wide range of experiences and skills, which make me a suitable candidate. As requested, please find enclosed a detailed CV.

I am a motivated and enthusiastic graduate of National University of Ireland, Galway (2:1 degree in B.Comm) and I have, since November 2018, passed all eight FE-1 examinations. I am currently working as a Legal Intern for Eversheds Sutherland and have previously been employed as a paralegal with Arthur Cox Solicitors, where I acted as a legal review analyst for large-scale eDiscovery projects. I have also previously completed an internship in a general practice law firm based in Galway where I dealt primarily with all aspects of Employment Law. As you will see from my CV, I have experience in all areas which are critical to function effectively as a trainee within a firm like yours, including the undertaking of legal research, drafting submissions, interacting with clients and excellent oral and written communication skills. I am very keen to broaden this experience with a view to applying for a role within a corporate firm such as ByrneWallace.

On completion of my business degree I contemplated entering the commercial world, however my interest in law had grown through exposure to legal modules as an undergraduate. I explored further study in law and decided to embark on completion of the FE-1 examinations with a view to qualifying as a solicitor. My interest grew through study and I am now confident that I can succeed and fully achieve my potential in a career as a solicitor.

Through my litigation experience thus far in Eversheds Sutherland, I have gained experience in areas such as correspondence and client interaction, hearing preparation and drafting such as letters of advice, counsel briefs, and booklets for trial. This aspect of my role requires great attention to detail, concentration and excellent written communication skills as I aim to draft legal information in a clear and concise manner. Whilst this aspect of my job demands independent drive and determination, it is also contributing greatly to the development of excellent teamwork skills as we consistently coordinate across our team to deliver the most comprehensive and cohesive work. Further, I also have the opportunity to attend court hearings on a weekly basis, which is an insightful experience, allowing me to witness the application of my work in practice.

You can read too, within my CV that learning from and assisting my previous employers has greatly enhanced my knowledge of the corporate world in general. I also have extensive experience working in retail throughout my college years and while I studied for the FE-1 examinations. This experience has improved my communication skills and emphasised the importance of focusing on your customer’s needs. I have seen from my legal work experience that the same principle holds true in terms of a law firm’s clients i.e. doing whatever is required to provide the best possible level of service.

I have learned about the firm through peers and legal professionals alike and I am attracted to ByrneWallace due to the firm’s strong client focus. The firm places a great emphasis on supporting, protecting and promoting its client’s interests. The opportunity to work directly with a broad range of high profile clients on meaningful transactions, and making an impact on their businesses, is something that greatly interests me. Additionally, ByrneWallace’s training is constantly referred to with great respect and I saw this first-hand at ByrneWallace’s Trainee Open Evening. The fact that many partners began their careers with ByrneWallace is evidence that the firm takes a genuine interest in developing its trainees.

I believe that my experiences, as outlined above and in my CV, make me a suitable candidate for the position on the programme. I believe that I could make a significant contribution to the future success of this company and I hope that I am awarded an opportunity to prove this.

I look forward to hearing from you and can be contacted anytime on my mobile (086)3968478 or by email.

Yours sincerely,

Jennifer Dinneen