

Jennifer Dinneen,  
56 Grove Park, Rathmines, Dublin 6  
Tel: (086) 396 8478  
Email: jenniferdinneen1@gmail.com

*COVER LETTER*

ByrneWallace,  
88 Harcourt Street,  
Saint Kevin's,  
Dublin 2.

24 October 2020

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 was most recently employed as a paralegal with LK Shields Solicitors but was unfortunately let go due to Covid-19.

Following on from this I completed a Certificate in Technology Law, ran by the Law Society of Ireland. I am now currently undertaking a full time Master's in Law (LLM) in University College Dublin.

I have also previously been employed as a legal intern with Eversheds Sutherland for a period of eight months and with Arthur Cox Solicitors, where I acted as a legal review analyst for large-scale eDiscovery projects. I also 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, and interacting with clients, amongst others. My studies in NUI Galway have given me a substantial base of commercial knowledge and allowed me to develop my strengths in researching and interpreting information, effective oral and written presentations and working collaboratively on projects. I want to harness, and build on, these skills as my career progresses. I see ByrneWallace as the ideal place to build that career.

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 has grown through study and practical work experiences 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, 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 required great attention to detail, concentration and excellent written communication skills as I aimed to draft legal information in a clear and concise manner. Whilst this aspect of my job demanded independent

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drive and determination, it also contributed greatly to the development of excellent teamwork skills as we consistently coordinated across our teams to deliver the most comprehensive and cohesive work. Further, I have also had the opportunity to attend court hearings on a weekly basis, which was an insightful experience, allowing me to witness the application of my work in practice. A challenging role, it provided for an ideal environment to learn and develop my skills.

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 undergraduate years while studying for and completing 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 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 believe that no other company would afford the extensive experience that ByrneWallace offers to their trainees.

I believe that my experiences, as outlined above and in my CV, make me a suitable candidate for a 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) 396 8478 or by email.

Yours sincerely,

Jennifer Dinneen