

34 Lime Trees Road East,
Douglas,
Co. Cork.

06/09/2019

Byrne Wallace,
88 Harcourt Street,
Dublin 2.

Trainee Solicitor

Dear Sir/Madam,

I wish to apply for the position of Trainee Solicitor as advertised on the Byrne Wallace website. I am a Bachelors of Law Graduate having achieved a 2.1 Degree. I am currently studying for my last four FE1s which I will sit in October 2019. In this regard, please find attached my Curriculum Vitae for your perusal.

I am keen to be considered for an opportunity to work as a Trainee in such a prestigious and successful firm. The breadth and scope of the role is hugely attractive to me as I have directly transferable experience such as innovative independent problem solving, IT and project management skills that I developed in my role in AIB. I have also completed two internships, one in Comyn Kelleher Tobin and one in Ronan Daly Jermyn. These opportunities have provided me with first hand industry experience and a clear insight into the day to day life of a trainee solicitor in a commercial law firm. These internships hugely motivated me to pursue a career in the legal profession and to complete the FE1 examinations which I am currently finishing.

I would consider myself a very ambitious and driven person as can be seen by my long involvement with the UCC Free Legal Advice Centre (FLAC) Society. The work carried out by FLAC is done in an approachable and client focused manner which are skills I intend to carry with me into my career. Equally, I enjoy being part of a team and have excelled in a range of diverse environments such as college, hockey and my previous work settings. I believe my time spent working in retail and waitressing developed both my customer service and interpersonal skills substantially. I am a capable and hardworking individual and hold myself accountable in all that I do.

Having researched Byrne Wallace, I am enthusiastic about such an exciting role as a Trainee. As I pride myself on my hunger for learning, the diverse range of job assignments that this role would have to offer is highly enticing. As my role in AIB required working to deadline in a pressurised working environment, I know that I would contribute greatly to the team in Byrne Wallace if I were successful in my application. I am fully committed in all that I do and believe I would enjoy being part of this growing organisation. I know that the experience and knowledge I gained from my internship with Comyn Kelleher Tobin, Ronan Daly Jermyn and AIB would enable me to transition into the role quickly and continue to learn at a fast pace.

I very much look forward to hearing from you and would welcome any opportunity to discuss my application further.

Yours sincerely,
Jennifer Levis.