29 Dodderbank Apartment,

Dundrum Road,

Dublin 14.

27th September 2018.

ByrneWallace,

88 Harcourt Street,

Dublin 2,

D02 DK18.

**Re: Trainee Graduate Programme Position**

To whom it may concern,

I am writing to you today to apply for your trainee graduate programme. I am in my final year in University College Dublin, studying Business and Law. I expect to finish my degree in 2019 with a 2.1 honours degree and begin my FE1’s in 2019.

The graduate programme with ByrneWallace has always been of great interest to me especially after speaking with members of your firm at the UCD law fair recently. ByrneWallace has long established itself as a leading law firm, receiving the “Chambers Europe Ireland Client Service Award” and as such it would be an honour to work for the firm. Having studied Company and Property law, receiving a B+ in both while also taking Intellectual Property and Tax this year, I think I would fit well within the firm’s practice areas. I am particularly drawn to ByrneWallace, seeing the firms core values and contributions to society. The work that the firm does with St John of God, aiming to help those with learning disabilities, is very inspiring. Having volunteered locally myself, helping children in disadvantaged areas, I love to see a firm with such strong ethics.

I would be a great addition to your commercial law firm due to the transferable skills I gained as an extern in the Public Defender’s Office, while on my five-month exchange in the US. I developed strong research skills and intercommunication skills having to interact with clients, analyse cases and attend court hearings. This externship exposed me to the international aspect of law as I was working and researching on US law rather than Irish law. It allowed me to transfer everything I had learnt domestically to an international platform. These skills would be particularly relevant to ByrneWallace given the high calibre clients that the firm deals with on both a local and international level.

Furthermore, I am currently the Clinics Co-ordinator of the UCD Student Legal Service which has developed my knowledge and love for the law. Within this role, I advise students who come to us with legal queries and I also organise all the volunteers for the programme. I enjoy helping people in this role and it has encouraged me to become a Solicitor as I have a keen desire to provide service to people in an approachable manner. Dealing with the heavy workload of final year as well as my role as the Clinics Coordinator, I have become quite disciplined to meet deadlines.

I hope I have shown you that I would be capable for this challenging programme given my enthusiasm, drive and ability to thrive in new environments. I look forward to hearing from you.

Yours faithfully,

Jessica Dunphy.