



Byrne Wallace,
88 Harcourt St,
Saint Kevins
Dublin 2

18 October 2018

Dear Ms Onslow,

I wish to apply for the position of trainee Solicitor as advertised. Upon speaking to representatives at the UCD law fair I became instantaneously interested in the firm. It is my strong belief as Manager of the Bar of Ireland Collections office, FE-1 candidate, and recent law graduate that I am a suitable candidate for the role.

From February 2017 –Present I worked as a legal administrator for “Law Serv” the Legal billing service for members of the Bar. I also manage the Bar of Ireland Collections office on behalf of the Law Library. This was one of my most significant personal achievements as I took on the role as a relatively new employee, working just one month in the office. As well as billing and debt recovery, I organised advertising, drafted the data protection policy, and negotiated with the Bar of Ireland’s financial director to secure further funding.

My job security was not guaranteed within the firm. Due to this I secured myself a second position within University College Dublin as an administrator. I was responsible for the academic timetabling on behalf of the entire college, and in particular for the Law Program offered in Sutherland. I carried out this role from 7.30 Am till 5.00 PM and continued on to manage the Bar of Ireland Collections office from 6- 10 PM and 9-5 PM weekends. For three months I worked seventy hour weeks until profitability improved, and the accounts were up to date. Once the academic timetabling process was completed within the college, and my position was legally secured in the law Library (Signed contract) I returned to work full time there. I then went on to sit two further FE1-S and I am currently awaiting my results

I have a passion for working in Law and making a real impact upon peoples lives. Prior to this I worked in a voluntary capacity as a legal intern in a human rights firm. I gained invaluable experience drafting section 3 applications to prevent deportation under the Immigration Act. In order to fund and sustain my education I worked part time in Mothercare whilst also completing four FE1-S.

I note that Byrne Wallace operates under a wide variety of practice areas which would be highly advantageous for any incoming trainees. I would love the opportunity to carry out a rotation in employment Law as I recently received a certificate from the Law Society in this area.

Byrne Wallace has received many awards and is renowned as one of the Legal 500 top firms. My father engaged the firm to advise him with his start up biotech company, and received expert advice in relation to all "Life Sciences" queries that he had. Similarly some of my colleagues from my time at UCD, who are currently trainees, highly recommend the firm. Due to all of the above, I felt this was an opportunity that could not be missed.

Thank you for taking the time to consider my application.

I would welcome the occasion at interview to further discuss my suitability for this role.

Yours Sincerely,

A handwritten signature in cursive script that reads "Jessica McCarthy". The signature is written in black ink and is positioned above a thin horizontal line.

Jessica Mccarthy
Bar Of Ireland Collections Office Manager