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20th October, 2016

Ref: Training contract application

Dear Ms. Onslow,

I am a recent law graduate from UCD Dublin and an FE1 candidate. I wish to apply for the position as trainee in Byrne Wallace, and it is my strong belief that I am a suitable candidate for the position.

Currently whilst studying for FE1s, I am working as an intern for *Jeanne Boyle Solicitors*. My role includes taking notes during consultations with clients, filing, and taking phone calls on behalf of Ms Boyle. I also assisted Ms Boyle by taking notes at Clover hill prison during bail hearings.

I am also working as an intern at *“Flourish partners*” a medical device consultancy. *Flourish Partners* offer commercial outsourcing services to international life science clients. Some of my roles include market assessment by reviewing online market reports to see whether there was a demand for a device/product. I also carried out online patent searches to discover whether similar products were already in existence. I wrote up a provisional draft proposal for a joint venture in the U.S which was then reviewed by a solicitor. This helped me further develop my commercial experience and my knowledge of some of the sectors Byrne Wallace operate in such as Intellectual property/ life sciences.

In the summer of 2014 I gained professional experience working in *Cristina Stametescu Solicitors.* The firm specialises in family, immigration, asylum, social welfare and employment law. My role included assisting counsel, writing case reports, filing, and other administrative duties. I also attended the Refugee Appeals Tribunal to report on a case and assist counsel. This position gave me a real insight into working life in a small firm.

In the Summer of 2012 I worked in the *Aptiv Solutions* clinical trials company Basle, where I was entrusted with the task of filing and archiving patient records. I created an entirely new filing system for the company making files much more readily accessible for staff**.**

After carrying out a twelve-week course in mooting run by Mr James McDermott, and an advocacy course run by Stetson University Florida I developed my verbal and communication skills, as well as learning the importance of delegation and team work.

I have a strong interest in writing, receiving an A1 in English in the Leaving certificate 2012. I was a blogger for a student website known as “Uniwink” which is utilised by students nationwide to assist them with job applications and study tips. I have also published an article in the Student Legal Services annual publication. In third year, I was timekeeper for the various mooting and negotiation competitions ran by the SLS.

After attending the opening evening held earlier in the week I was very impressed by the firm and found the trainees to be incredibly friendly and happy to answer any of the questions I had. Similarly, the fact that the firm embraces modern technology, and is a globalised firm is particularly attractive to me as I am currently working as an intern for an international medical consultancy firm.

Thank you very much for your time and consideration, I look forward to hearing from you.

Sincerely,

Jessica McCarthy