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Dear Sir/Madam,

I am a graduate of Trinity College Dublin in European Studies and Dublin Institute of Technology in Law, currently working as a legal administrator, and I am putting myself forward for the Trainee Programme at Byrne Wallace for the 2016- onwards intake. I am applying for a Training Contract at your firm because I believe I possess the necessary attitude and competence to make a positive contribution to the team at Byrne Wallace, and believe that the firm would offer me the greatest opportunity to develop my skills as I begin my legal career.

The excellent reputation of Byrne Wallace in the Irish legal world is part of what has drawn me to apply. There are many reasons why I would like to be a part of your team, from the wealth of expertise and diverse range of practice areas covered, to the importance placed on social responsibility by the firm and the spirit of volunteerism which you promote. I have worked in a voluntary capacity in my community as a Girl Guide leader previously, and always enjoyed the satisfaction offered by giving back. I am also attracted by the rotation aspect of the training contract and being able to work in different practice groups and gain a broad range of experience while I develop my legal skills during the training period; I am an intellectually restless and curious person who constantly wishes to be learning more, which this aspect of the program at Byrne Wallace would allow me to do.

What would I be able to bring to Byrne Wallace which would make me a suitable candidate for the Trainee Program? As I have said, I am someone who constantly seeks to be learning something new and developing my skills. Throughout my academic career I have studied a wide array of subjects and when I turned my focus to law last year I discovered a field with such depth and breadth of scope that provided me with endless opportunity to learn, and in which I flourished, achieving greater academic success than I had ever done previously. I am truly passionate about the challenge which Law provides both as a career and an academic subject, I hope to work towards a Masters in Law in the future. I have always tested my personal and intellectual boundaries, this is demonstrated by my opting to study in Spain for my Erasmus year when I had only studied Spanish for two years because it posed the greater challenge, and therefore the greater potential reward, than Germany, in whose language I was far more proficient, and most recently by actively seeking and taking a job which would build both my legal and language experience by forcing me to work in an essentially bilingual environment.

I believe that only by leaving our comfort zone and truly testing our potential do we develop fully. Studying languages, my other passion besides law, has always tested my limits. At the moment I am enrolled in a legal translation diploma at King’s Inns, which has involved my returning to the study of Irish after five years of focusing on other languages. This course, while difficult, is providing me with a great deal of satisfaction, as I tackle a new obstacle each week. At my current job, my first in the legal field, I am encouraged to work with minimal supervision and under my own initiative at a wide variety of tasks each day, and I have enjoyed the responsibility which I have been granted. The examples I have given you hopefully illustrate that I am someone who desires to have their boundaries tested, to meet ever higher standards. I believe that a Training Contract at Byrne Wallace would give me the chance to face a new and even greater challenge. I believe I could meet your expectations and contribute in a meaningful and productive way to the work done by your firm.

I hope that I have successfully shown you why I would be a suitable candidate for the Byrne Wallace Trainee Programme, and that I would relish the challenge which it would provide. Thank you for taking the time to consider my application, I will look forward to hearing back from you and hopefully to meeting you at some point in the future.

Yours faithfully,

Jo Kane