To Whom It May Concern,

I feel I am an ideal candidate for a trainee position with Byrne Wallace, and would love to apply for the position.

I have an excellent academic background (high 2.1s and firsts from three honours degrees) as required by Byrne Wallace, and I have over three years’ office experience that will invariably lend itself to fitting in with the firm’s character. Moreover, I often feel that retail work can be undervalued when seeking a career in an office environment. I believe that my retail experience has allowed me to understand the nature of retail and business efficacy, and has provided me with skills such as teamwork, autonomy, ambition, drive and commercial awareness. I requested to learn the inner workings of all departments of Smyths Toys, and this allowed me to understand the nature of the industry most acutely when the recession hit. Many jobs were lost and my position was reinvented to be an amalgamation of three roles. I thrived on the stress, hard work and perseverance it took to get through the tougher years and fewer hours. I was promoted to senior supervisor during that time, and entrusted with one of the biggest promotions Smyths accomplished – a massive video game launch to coincide with a movie release, with attendance by celebrity guest. For this, I had to set up the shop, the displays, the product, the promotional material, inform customers, gather and persuade them to attend and then monitor the event. I was commended on my professionalism and self-direction.

My self-direction is perhaps something that has been complimented most by my employers, both former and current. While working 9am – 5.30pm Monday to Friday, I completed my law degree, having attended lectures from 6pm – 9pm Monday to Thursday. I always like to emphasise that a part time degree still contains the same content as a full time degree, and the only difference is that merely half the time is given to the part time student to complete the same work. In spite of a reduced timeframe, I achieved marks of upper 2.1 and many firsts, having realised an ideal work/study balance. What’s more, I believe part time study has given me the opportunity to hone my skills, in particular, prioritization and meeting strict targets.

I know this role would be perfect for me, and I assure you, I would become an asset to Byrne Wallace. I am not looking for an easy traineeship or just a job, I am looking to start my career. I have perused numerous firms, and while others are certainly alluring, Byrne Wallace easily became my preference, especially given the wide variety of legal sectors. I note your firm mentions its most important resource is its people. Becoming a top class lawyer is my ambition, and to achieve this in a firm that fosters such a positive attitude to colleagues is important to me. I wish to train to become a commercial lawyer, advising interesting clients, large or small, in a range of sectors. I recently read of the opening of Troy Studios in Limerick, and that an investor was advised by Byrne Wallace in the process. Advising clients in this way is my goal and my desire. My current position within a medium indigenous firm has allowed me to fully appreciate the workings and needs of companies as they emerge from the collapse and seek to become profitable once more, with changing legal needs. I have worked hard to cultivate client relationships and continue to do so. Not only is it an integral part of my job, but it’s a pleasure to do so. Clients do not want to speak with an email address or someone who answers with jargon. They want to meet a personable and capable professional in whom they can place their trust, and the trust of their business. A capable professional is only part of the parcel, a smiling and charismatic personality wins the client.

I am more than confident my professional and academic references will attest to my highly expert manner, my tenacious attitude, my academic merit and my willingness to entertain any task required.

Sincere thanks for taking the time to consider my application.

Kind Regards,

Joanne Howell

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