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Head of the Trainee Programme,

Byrne Wallace,

87-88 Harcourt Street,

Dublin 2,

Ireland.

To Whom It May Concern,

My name is Joanne Poland and I am writing to you to apply for a position on the Byrne Wallace Trainee Programme. Please find enclosed a copy of my CV for your review.

I am a final year honours student of Business and Law at University College Dublin, aiming to graduate with a high 2.1-degree and intending on pursuing a career in corporate law. I believe that my degree has provided me with good preparation for a career in Byrne Wallace, given my combined experiences of both business and the law. Given its heavy workload, I have had exposure to working in a competitive and high-pressured environment. Through business and legal orientated projects and presentations, I have developed my naturally strong reading, writing and analytical skills as well as teamwork and communication skills both with lecturers and peers.

Byrne Wallace’s work-life balance really appeals to me; the idea that you can enjoy life outside of the office just as much as results achieved within the office. My interest in sport, particularly in golf, is evidenced by my role as Junior Golf Captain in 2013. As captain, I represented the entire junior section of Elm Park Golf Club. In order to get recognition for junior issues at a senior level, I had to make a strong, persuasive case on behalf of my peers. I believe that I demonstrated real leadership qualities and achieved excellent results in this regard.

Music, as well as being a passion of mine, has taught me various valuable qualities. I have been practising piano for sixteen years and have been teaching for the last three years. Throughout my years of playing, I demonstrated self-discipline, dedication and how to respond to constructive criticism. As a teacher, I have learnt to plan personalised teaching curriculums, based on students’ abilities and aspirations. I have further developed my inter-personal skills by constantly managing expectations of both students and parents.

I am particularly drawn to Byrne Wallace’s international focus with links to firms across Europe, the USA and Australasia. As a fluent Irish speaker I have always had a passion for learning languages. This year I was one of a select few students chosen to go on Erasmus to Belgium, based on academic achievements and an interview process. Living abroad not only proved to be an excellent opportunity to improve my French, it has also served as a catalyst for increased independence, maturity and self-confidence. During my time spent in college, I made the conscious decision to keep my summers for travelling with friends including island hopping in Greece and Thailand.

Being a corporate lawyer is incredibly appealing to me due to its challenging, yet rewarding, nature. I am particularly interested in the area of litigation, particularly the topical introduction of the new Court of Appeal and judicial case management. I would be very interested in the opportunity to work in Byrne Wallace’s pre-eminent Litigation department. There is huge satisfaction to be found in working one-on-one with a client but also in being a part of, and representing, a leading Irish law firm like Byrne Wallace. Byrne Wallace prides itself on expert lawyers who are focused on supporting, protecting and promoting client interests; key values I can relate to and develop on. Given my high level of ambition and real enthusiasm, I believe I would adapt seamlessly to Byrne Wallace’s philosophy and culture and prove to be an asset to the firm.

Thank you for giving my application your time and consideration. I look forward to hearing from you.

Kind Regards,

Joanne Poland.