Crona McLoughlin

 HR Manager

 Byrne Wallace

 88 Harcourt Street

 Dublin 2

John Nolan

Knockawaddra

Tralee

Co. Kerry

20-10-2015

Dear Ms. McLoughlin,

I wish to apply for a position on your Trainee Development Programme commencing in 2016. I am currently studying Law Plus at the University of Limerick and hold 2:1 degree. My areas of interest are contracts, tort, equity, company and commercial law.

This summer I completed a three month internship with Michael J. Staines. My main responsibility was to attend counsel and take notes in the Circuit Court, High Court and the Special Criminal Court. This wonderful opportunity thought me to perform well under pressure, pay close attention to detail, assimilate large volumes of complex information, manage my time efficiently, and to always be prepared. While working at Michael Staines I got to be apart of some of the most high profile cases including Anglo’s Sean Fitzpatrick and Savario Bellante’s murder trial.

I believe that I would be a natural fit to the team at Byrne Wallace as I am confident that my personal values and aspirations match those of the firm. I understand that working at Byrne Wallace not only involves being a great lawyer, it also involves being a great businessperson with commercial awareness and an entrepreneurial frame of mind. Coming from a self-employed family I understand the importance of maintaining positive relations with clients, staff and other professionals alike.

I am eager to train to be a solicitor with Byrne Wallace because of the firm’s complete dedication to the training and development of its trainees. Trainees get direct, hands on experience working on client cases under the supervision of experienced partners. What is particularly attractive about the firm is that career advancement is an important part of the development programme and many of the firm’s existing partners started their careers as trainee solicitors with the firm. Byrne Wallace has an excellent reputation, represents high profile clients, delivers the highest standards of work and is exactly the type of firm I hope to join.

I would welcome the opportunity to discuss my own background in further detail. I am available for interview up until the close of November.

Thank you for considering my application.

Yours sincerely,

John Nolan