To whom it may concern,

I am writing to apply for the trainee solicitor programme that is advertised on your website. At Byrne Wallace, it is evident that the development of your employees is prioritised by facilitating hands on learning and interacting with lawyers who are experts in their respective fields. Other programmes which I have researched appear much more limited. I also know that your firm places emphasis on excellence and prides itself on client satisfaction. This is the type of competitive environment where I believe I can thrive.

For the last two summers, I have had the opportunity to spend time working in the Law Reform Commission as part of the Access to Legislation team. The responsibility of this team is to ensure that the Irish Statute Book is accurate and up to date. My duties included conducting searches of the Irish Statute Book, updating the Legislation Directory, editing excel spreadsheets for the latest statutory instruments and creating Revised Acts which can be viewed on the Law Reform Commission’s website. This work experience has given me an invaluable insight into the dynamics of the Irish legislative system that few other third level students possess. It has also allowed me to improve my organisational skills since I was often assigned several tasks at once. It was necessary to manage my time carefully and communicate with different members of the team so that I could prioritise certain work which needed to be completed in a timely manner. My work as a tennis coach in Ireland and abroad has also allowed me to develop excellent communication and leadership skills.

As a highly motivated and independent worker, I believe that the trainee programme at your firm would allow me to put into practice and further improve the legal skills that I have already acquired. I have previously shown a willingness to become involved in extra-curricular college activities such as the UCD Student Legal Service and the peer mentoring programme. During my undergraduate degree, I have been particularly interested in tax, company and employment law, achieving excellent results in these subjects. I believe that I would prove to be a valuable addition to any of these teams, or others, at your firm.

I look forward to hearing from you at your convenience.

Yours sincerely,

Josh Byrne