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Byrne Wallace
87-88 Harcourt Street
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RE: Trainee Programme

To whom it concerns,

I am writing to express my interest in securing a position on the Byrne Wallace Programme. I have completed all eight FE-1 exams and I am currently based in London. I work as a paralegal at Travers Smith LLP, a leading corporate, financial and commercial law firm with over two hundred lawyers. I am keen to maintain and develop the high standard of work and training that I am now receiving, and for this reason I am drawn to the programme offered by Byrne Wallace.

During my time at NUI Galway I developed solid legal writing, analytical and research skills which I have had the opportunity to apply since commencing work at Travers Smith. To date I have carried out work in relation to tender and pitch proposals, commercial agreements, and corporate governance. I work in an environment where huge emphasis is placed on the importance of team work and providing a high quality service to clients. In my role as a paralegal, tasks typically carried out range from reviewing proposals for upcoming client pitches to drafting and amending various legal documents. As highlighted on my CV I have also directly advised clients and addressed client concerns on a number of legal matters.

Having spent a year in London, my confidence and ability to build and maintain collaborative working relationships both with internal and external parties is highly developed. Working in the City has captivated me and made me strive to be an excellent team player with the ability to motivate other members of the firm. My time working in one of the world's hubs of international finance and commerce has allowed me to undergo significant professional and personal development. Working in both the Irish and UK legal sphere has provided me with a commercial perspective on various aspects of law.

The success of Byrne Wallace is consistently acknowledged in Ireland and internationally, as illustrated by its recent ranking in Chambers Global and Europe 2015, setting it apart from other legal competitors. The standard of training provided, along with the firm's long-term investment in its trainees, leads me to believe that Byrne Wallace is the firm where my career goals could best be achieved. In turn, though I am acutely aware of the competitive nature of your graduate programme, I am confident that my experience, outgoing personality and hard-working attitude would enable me to uphold the firm's values and make a very worthy contribution. I would greatly appreciate an opportunity to discuss the possibility of securing a place on the Trainee Programme. Thank you for your consideration.

Kind Regards,

Julia Helmore