**Cover Letter**

To whom it may concern,

I am writing this cover letter to express my interest in being a part of the traineeship programme at Byrne Wallace Solicitors.

I am a final year Law and Business student at The University of Galway. Through this course I have had the opportunity to gain knowledge and expertise in various areas of both law and business, ranging from company and contract law to accounting and management. I have completed each year of my degree with a 1:1 classification whilst volunteering for Galway Autism Partnership weekly, tutoring students in the SVP Homework Club and participating in several clubs and societies such as the surf club and youth movement society.

I have also completed the European Law and Criminal Law Law Society Final Examination 1 exams. I plan to sit the Company Law, Contract Law and Tort Law examinations in the October 2023 sitting.

I am an ambitious, detail orientated and committed person and believe I possess the skills required to perform this role successfully.

I have experience as a legal intern in the commercial litigation department of RDJ LLP Galway. Here I had a range of responsibilities ranging from drafting Civil Bills and court documents to attending on barristers in court proceedings. My experience in this department improved my listening and writing skills through communication with colleagues, clients and other legal professionals.

My legal Intern experience in RDJ continued to their Cork office where I worked as part of the general litigation and healthcare departments. My core duties in these departments included scheduling discovery, communicating with clients and conducting in depth medical reviews. The change of firms improved my ability to adapt and my work within the firm enhanced my time management and analytical skills.

Throughout my experience in RDJ I was also given opportunities to facilitate with work in the property law, corporate and commercial and employment law departments.

I am confident that this role would be a great opportunity for me to learn more about the business environment and gain skills which will be useful going forward in my career. I am especially interested in this role as your firm specialises in a range of legal areas for which I have experience. I am excited at the prospect of developing my knowledge in areas that I have previously interacted with such as commercial litigation and employment law whilst also expanding my knowledge into new areas.

I would really appreciate the chance to meet you and discuss the possibility of joining your programme.

Thank you very much for this opportunity.

I hope to hear from you soon.

Kindest Regards,

Karena Sheehan