

Kate Duffy  
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Re: Byrne Wallace Traineeship Position

Dear Sirs,

I am graduate of University College Dublin BCL Law programme, and I am applying for the position of trainee solicitor at Byrne Wallace. I am confident I am the ideal candidate for the position as I am qualified, capable and skilled, and have a strong background of experience and knowledge.

In my studies at UCD I achieved a 2.1 honours degree, an achievement of which I am very proud. I am a graduate since May 2015. In the meantime, I have been gaining invaluable experience working at Holmes O'Malley Sexton Solicitors in Limerick, where I have been working as a legal assistant for the past 18 months, with experience in both the corporate and commercial department, the commercial property and conveyancing department, and the banking and insolvency department.

I began the Law Society of Ireland Final Examinations - First Part in October 2016 and over the course of that sitting and the following March 2017 sitting, achieved passes in all eight subjects. I have now passed the exam outright and so I wish to embark on my indentures of apprenticeship.

I first gained a passion for the work of a solicitor through my college extracurricular activities such as mooting and negotiation competitions, as well as the student legal service whereby I volunteered at weekly legal information clinics. This fostered in me a love for lateral problem solving and, what I would come to know as, a client-centred approach to my work. Following this, my time as a legal assistant has given me considerable practical experience in both conveyancing and corporate departments. I have developed adept research skills and the detail-oriented approach that is vital for working in the legal profession. My abilities and value to the firm have been attested to in the level of responsibility I have taken on to date, including managing my own start-up investment scheme and corporate governance files from beginning to end and ensuring a brilliant client service for new clients. I have been of fee earning value to the firm for many months.

I have considerable work experience in other fields which lends to my value as an incoming trainee solicitor. I have worked in marketing, as an office administrator and in many roles in the service industry. I am also a successful wedding ceremony musician and continue to book ceremonies throughout the country. All of these experiences have provided me with a unique

skillset which I have found to have positively impacted my abilities as a legal professional. I am both analytical and creative and have found this to lend to my strong innovative abilities both in legal problem solving work and in a general business sense, both areas which I intend to impact in my future work as a trainee solicitor and beyond.

I am excited to get the opportunity to showcase my adept suitability for this role, and to introduce myself in a more personal format.

I thank you for your time and I look forward to hearing from you.

Yours faithfully,

Kate Duffy