“Dunearle”,

Stoneview,

Blarney,

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Head of Trainee Recruitment,

ByrneWallace,

87-88 Harcourt Street,

Dublin 2,

Ireland.

Dear Sirs,

I wish to apply for a position on the ByrneWallace Trainee Programme, as advertised on the ByrneWallace website. I am a final year BCL (Clinical) student in University College Cork and I believe that I have a wide range of experience and skills which make me a suitable candidate.

As part of the 3rd year of my BCL (Clinical) Degree I completed a 6 month placement in John J. Murphy & Co Solicitors in Cork. The firm focuses on many areas of law including property, litigation, family and probate. I gained a great insight into the day to day workings of a busy law firm. During my time on Placement I was included in meetings with Solicitors, Barristers and Clients who we represent. I was always invited to input in these meetings and to actively contribute to the discussion. This experience has been invaluable as it has developed my interpersonal and communication skills as well as contributing to my understanding of Client service. I continued to work in the firm for an additional 4 months after my placement term ended.

In July 2015 I completed a one month summer internship in Ronan Daly Jermyn in their general litigation department. I attended Court with various Solicitors and Partners, observed settlement talks, and helped to prepare various books of title and discovery documents for Court. Following on from this experience there is no doubt in my mind that I want to work in a Commercial Law Firm in the future. I enjoyed the work that I was doing and loved the environment of a commercial firm overall.

 I definitely consider myself an organised individual who enjoys a busy workload and keeping an effective balance between my education and extra-curricular activities. I am heavily involved in clubs and societies in UCC. Last year I held the position of Editor in Chief of the Cork Online Law Review. During my Edition I secured the most sponsorship funding in the history of the Review. As a result of an international mailing list that I set up, I received 96 submissions, doubling the amount of submissions received the previous year, and these came in from 9 countries outside of Ireland. My experience on the Cork Online Law Review and the UCC Law Society to date has taught me a lot about balancing a busy academic life with my extra-curricular activities. I have further enhanced my communication and organisational skills, and above all else, my teamwork skills. I have been working with people from all years of Law, delegating work to each member of the Editorial Board and also liaising with the Advisory Board which consists of members of the UCC Law Faculty. I have since been awarded a UCC Works Award by University College Cork for my outstanding contribution to UCC Societies.

I am interested in a training contract with ByrneWallace for many reasons. Firstly, as a Firm who currently employs record people, I want to join a team that is growing and expanding and help to achieve this even further. I also admire the fact that many of your Partners began as trainees in the Firm, which shows great commitment and enthusiasm from a Firm. Additionally, it is a great sign of a Firm that employees were happy to stay on and continue their careers in ByrneWallace, highlighting that employees value your Firm and enjoy working there, which for me is an obvious reason for applying for a training contract with ByrneWallace. I would love to have the opportunity to work alongside Solicitors who are industry leaders and who can share their knowledge and expertise to help me become the best that I can be. I believe that my experiences, as outlined above and in my attached CV, make me a suitable candidate for a training contract in ByrneWallace.  I am contactable via the e-mail address or telephone number above at any point.

Thank you for taking the time to consider my application,

Kind regards,

Kate Murphy.