

4 Margaret Street,  
Cork

Byrne Wallace,  
88 Harcourt Street,  
Dublin 2

27 October 2020

Dear Sir/Madam,

By way of introduction, my name is Kate Passmore and I wish to apply for the Byrne Wallace Trainee Solicitor Programme. Having successfully completed both my Bachelor of Civil Law degree along with an LLM Business Law, I currently work as a Legal Data Analyst with the AIB Financial Solutions Group. At present I am also studying for my final four FE-1 examinations with a view to commencing a trainee solicitor programme in 2021.

The Byrne Wallace Trainee Solicitor Programme would afford me an invaluable opportunity to train with a diverse and forward-thinking firm, offering me the exposure necessary to become a proficient and well-rounded solicitor. The wide scope of training provided throughout the programme along with the active engagement with mentoring solicitors, as outlined in the recent Trainee Insights Webinar, are key considerations in my decision to target Byrne Wallace as my number one choice of traineeship programme. My decision is further motivated by my ambition to work on important and meaningful transactions alongside Ireland's leading legal minds.

The research I have undertaken has highlighted that Byrne Wallace has an obvious energy and sense of purpose, a direction that mirrors my own ambitions. It is apparent that Byrne Wallace maintains strong core values that are closely aligned to my own values and working practices. I have continuously strived to work for an organisation with like-minded people, which facilitates and encourages personal and professional development. There are many factors which set Byrne Wallace apart from other commercial law firms, in particular the gender balance at partner level showcases the firm's progressive nature and I would take great pride in working for such a dynamic firm at the forefront of the legal landscape.

You will note from my CV that I have extensive legal work experience, which I believe has equipped me with the necessary skillset to excel in a commercial firm like Byrne Wallace. I would consider myself to have exceptional organisation skills along with a commitment to attention to detail, strong client facing skills and a passion to complete work to the highest quality. Additionally, I consider myself to have strong communication skills, enhanced through my relevant work experience, affording me vast amounts of exposure in dealing with various legal stakeholders and participating in client meetings. My postgraduate studies also afforded me numerous opportunities to enhance my teamwork skills through a significant amount of group work and discussion. These skills have been further advanced through my extra-curricular activities, through my role in FLAC and on various hockey teams.

My proven interest in and aptitude for commercial law is demonstrated by my decision to pursue an LLM in Business Law and by my strong academic performance in related subjects during both my undergraduate and postgraduate degree. Having recently completed a six-month secondment as part of my role in AIB, this provided me with further experience working within the industry while also showcasing my ability to adapt to new working environments and embrace new challenges. I recently received an award in recognition of outstanding contribution to my business unit in AIB which I believe further demonstrates my commitment to excellence.

Thank you for taking the time to consider my application, I look forward to hearing from you and welcome any opportunity to discuss my application further.

Yours sincerely,

Kate Passmore