

Ms Katie O'Malley  
Shanaghy  
Ballina  
Co. Mayo  
3 June 2021

Ciara Loftus  
HR Manager  
ByrneWallace LLP  
88 Harcourt Street, Dublin 2

Dear Ciara Loftus

I am writing to express my interest in securing a training contract in your firm. I believe both my academic and professional experience make me an ideal candidate for the role. I would welcome the opportunity to deepen my knowledge of legal practice. Furthermore, I believe this is a position where I can grow and learn in a range of practice areas.

After obtaining a BCL Degree in Law from the National University of Ireland Maynooth, I have ensured I have gained key transferable skills to complement my academic knowledge. You will notice from my experience that I have a strong background in administration, legal writing, mediation and customer service. In particular, I have demonstrated my flexibility in the face of adverse challenges by completing my FE1 examinations on my first attempt during the pandemic. In addition, I have learned a great deal of time management in my ability to balance study and full-time employment. My legal education has provided me with a methodological work approach and awareness of discretion and data governance. As a result, I would bring a positive, sustainable and ambitious mindset to the team.

I am extremely motivated to secure this opportunity to develop my legal expertise working alongside a variety of professionals in the legal field. I really admire your excellence in Employment Law. In particular I find your innovation and capacity to embrace alternative dispute resolution mechanisms such as mediation very refreshing. Throughout my career to date, I have direct experience in employment law disputes and have been involved in the preparation and attended Adjudication, Arbitration and Mediation proceedings. This is notable due to your direct engagement with the Work Relations Commission and the Labour Court. In addition, I found your recent piece on the key employment law issues facing HR professionals in the public sector very helpful in my current role. I have substantial cross-disciplinary experience within the industrial relations sphere. I believe this is a notable skill set due to the cross departmental interaction within your firm. I have conducted substantial legal research and legal submission drafting in my current role and placement in the Work Relations Commission. I am looking to secure work with the right firm whenever it is available within your organisation. If offered this position, I will be eager to hit the ground running to build and broaden my legal skills.

Allie all the above with my desire to learn and graft in the pursuit of establishing myself in my chosen field. I hope it becomes apparent the mutual benefit that could be derived from my possible appointment in the position.

Yours Sincerely,  
Katie O'Malley