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Beth Onslow  
HR Manager  
ByrneWallace  
88 Harcourt Street  
Dublin 2

25<sup>th</sup> September 2017

Dear Ms Onslow,

### **Traineeship Application**

I would like to apply for the role of Trainee Solicitor in ByrneWallace. I have successfully passed all eight FE1 exams and am a UCD Business and Law graduate (BBL).

During my current employment at Partners at Law Solicitors I have been involved in a four week trial which was prosecuted by the Revenue Commissioners. Thoroughly examining invoices, VAT3 forms and bank statements as part of this defence heightened my understanding of the importance of strict accountancy standards in corporations. This experience, complimented by my corporate awareness and my BBL background would enable me to deliver a comprehensive and professional service to the esteemed corporate clients of ByrneWallace.

Throughout my legal experience I have been afforded high levels of responsibility. Currently, along with a fellow trainee, I am responsible for the entire Circuit Court section of the Criminal Department. Working as part of a small team in a fast-paced office environment, I have excelled, continuously meeting strict deadlines.

As a Legal Intern at FLAC I worked alongside some of the most progressive legal professionals in the country. Working on the development of sensitive aspects of the Irish legal system inspired me to think creatively and to use the boundaries of the law to effect innovative solutions to complex legal issues. Furthermore, I developed, on my own initiative, an effective folder based system for information compilation for Landlord and Tenant Law, an increasingly prevalent area of law on the FLAC phone lines at the time of my internship. This system has since been rolled out to several areas of law.

I was the 2015 recipient of the A&L Goodbody and Irish Refugee Council Asylum Law Award. This involved detailed research and the creation of legal submissions in support of a hypothetical asylum applicant. In addition to a monetary award, I was offered and completed a four week internship at the Irish Refugee Council.

Throughout my legal experience, I have consistently been commended for my ability to deliver a professional and courteous service while under strict time constraints. Moreover, my strong work ethic, complimented by my positive attitude, will ensure that I am a valuable asset of the ByrneWallace team.

Yours sincerely,  
Katie Timmins