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Byrne Wallace

87-88 Harcourt St,

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**Re: Trainee Programme**

To whom it may concern,

Please find enclosed my application for a Trainee position with Byrne Wallace. I am particularly interested in a career at Byrne Wallace because of the breadth and depth of the firm’s practice areas, which include M&A, Litigation and Alternative Dispute Resolution. In addition to Byrne Wallace’s deal volume, I am impressed with the firm's dedication to excellence, having been awarded the “International Lexcel standard of excellence in legal practice management” for the third consecutive year. Furthermore, I had the pleasure of meeting with some of your Trainee students at the Trinity Law Careers Fair, which allowed me to gain a better sense of the firm’s culture as a close-knit and congenial atmosphere. I am convinced that your firm, with its demonstrated commitment to its student program, global reach, and opportunities to engage early on in challenging work, offers an ideal environment to establish and develop my legal career.

My academic and work experiences have provided me with a skill-set that is well-suited to the legal profession. Last year, I spent time as an exchange student at Osgoode Hall Law School in Toronto, Canada. By attending a post graduate institution such as Osgoode, I moved outside my comfort zone and was required to use my initiative in order to overcome the many difficulties associated with an unfamiliar and challenging environment. During my time abroad, I also managed to secure an internship at the Ministry of the Attorney General. From this, I had the opportunity to gain exposure to criminal litigation by working on a number of high profile cases. One case, involving a dangerous offender's application, required me to prepare a memorandum for the defense regarding the likelihood of the Crown's application succeeding. The counsel I worked with was impressed with the quality of my work, and I was later asked to draft sections of the factum for the pretrial hearing. The preparation of the memorandum and factum allowed me to enhance my research, writing and analytical skills. I was also able to gain exposure to civil litigation during my time at the Ministry. My work primarily involved organizing client files and transcribing affidavits and notices of motions pertaining to a number of cases. Through these tasks, I have developed my organizational skills and improved my attention to detail. I believe the aforementioned personal, professional and academic qualities would enable me to make a valuable contribution as a Trainee at Byrne Wallace.

Finally, I have made it a priority to be involved in extracurricular activities at Trinity. Presently, I am the Mock Trial Convener for the 82nd Law Society. This position entails the coordination of one of the biggest competitions Trinity has to offer and requires strong leadership and interpersonal skills.

It is my belief that in order to be successful as a trainee, and ultimately as a lawyer, one needs to show dedication, strong analytical and communication skills, good judgment, client focus, a thick skin, and the ability to ‘get it done’. I believe I have what it takes to succeed at your firm and I hope to have another opportunity to meet with you and your colleagues to discuss how I can contribute to Byrne Wallace as a Trainee. Thank you for taking the time to review and consider my application.

Sincerely,

Katie-May O’Donnell