To whom it may concern,

My name is Katie Boyle and I am a final year law student in Trinity College Dublin. I am applying for a place in your trainee solicitor programme.

I am very interested in pursuing a career in commercial law. During the summer I had the opportunity to do an internship at Maples and Calder in their funds department. I found this experience to be invaluable as it exposed me to the life of a commercial solicitor, particularly the life of a trainee, as well as allowing me to see the type of work that commercial solicitors do. I really enjoyed working in a collaborative environment and being challenged by the work that I was given. I have also had the opportunity to do internships in Davy and The Office of the Attorney General, both experiences were very valuable as they helped me to decide that a career as a commercial solicitor was the right fit for me and was the one which I wanted to pursue.

I feel that I am a desirable candidate for your traineeship programme as I am a very high achiever academically. I have consistently ranked highly in my class in examinations and I feel that my strong academic performance to date reflects my work ethic and dedication as well as my ability to deal with the intellectually challenging aspects of working as a commercial solicitor.

I am also heavily involved with some of the societies on campus. Last semester I was a finalist in the college Law Society’s commercial negotiation competition. This process really improved my negotiation and teamwork skills as well as sharpening my commercial awareness. Additionally, I am a volunteer tutor with the Trinity Voluntary Tuition Programme and tutor a disadvantaged secondary school student in Irish every week. This is something that I did in my second year and have chosen participate in again this year. The experience has really improved my communication skills. I am also involved with FLAC and last year partook in one of their legal research projects, this is something I have signed up to do again this year. Giving back to the community is very important to me and Byrne Wallace’s specific emphasis on corporate social responsibility really encouraged me to apply. I particularly admire the work that you do with St John of Gods.

An area of law that I am very interested in is employment law. Byrne Wallace has one of the most successful employment law teams in Ireland and this was one of the things which really attracted me to apply to your programme. However, this was only one factor which encouraged me to apply to Byrne Wallace over other firms. I have heard great things about your programme and the firm, having had the opportunity to speak to your employees at the law careers fair and from my own research. A huge emphasis was put by everyone on the supportive atmosphere at your firm. I am eager to work in an environment which is genuinely collegiate and collaborative, where the staff work together as a team, rather than seeking to compete with each other.

I hope you will agree that my strong academic record, practical experience and enthusiasm would prove a real asset to your firm.

Yours faithfully,

Katie Boyle