15 Ard Na Mara,

Blackrock,

Dundalk,

Co. Louth

Byrne Wallace

88 Harcourt Street

Dublin 2

 09 October 2016

Re: Trainee Development Programme 2017

Dear Sir/Madam,

I am writing to register my interest in undertaking a traineeship with Byrne Wallace. I graduated from Maynooth University in June 2015 with a 2nd Class Honours Grade I, Bachelor of Laws Degree and have since successfully completed all eight FE-1 examinations.

I am currently undertaking a six-month long internship with Lavelle Solicitors in the Debt and Asset Recovery Department. So far into the internship I have been able to view cases pre-litigation through to final judgments when necessary. I have thrived on being thrown into the deep end of an extremely busy department I previously had very little experience with. I have enhanced my analytical and problem solving skills as well as learnt the importance of ensuring accuracy in every action I undertake. I believe the skills I have developed from this position would be beneficial in my work with your Firm.

Before this internship, I completed a six-week long internship with a General Practice Firm, Kenny Boyd & Company Solicitors in Clonskeagh, Dublin. This internship provided me with a comprehensive insight into the practical duties of a solicitor. I primarily worked on conveyancing cases, drafting and proofing contracts. Throughout my internship I interacted with various people and organisations. I quickly realised the importance of active listening to ensure the contract I was drafting accurately reflected what the client wanted.

In August 2014 I worked as an intern in Sean T. O’Reilly Solicitors, Dundalk. I found the experience of attending a Circuit Court hearing very interesting and informative, especially as I saw the procedures from my Moot Court class displayed in practice. I was given the opportunity to review personal injury filings and enjoyed discussing how these were drafted to reflect accurately the intentions of the client. I also enjoyed some time on work experience with Donal O’Hagan & Company Solicitors, Dundalk, in 2009.

These experiences enabled me to gain a varied and highly valuable insight into the duties and responsibilities of a solicitor. They also convinced me that this is a field that I would like to build a career in.

Outside of the legal profession, I have worked in a retail position with Elverys Intersport. This was also a customer facing role in which excellent communication skills were a necessity. During my time at the store I received two formal commendations for the quality of my work.

At Maynooth University I studied business, economics and law in First Year before being offered a place on the LL B programme. My exposure to business and economics subjects, plus subsequent work experiences, has given me a valuable understanding of the commercial world. I would welcome the opportunity to deal with clients from such a background over the course of my career.

In both business and academic roles, I have gained a wealth of experience in working with teams. At university, I worked in many group projects and enjoyed the collaboration and interaction that these entail. I also enjoyed meeting new people and so dealing with clients on professional basis appeals to me greatly. My positive personality has allowed me to handle challenging situations in a calm and collected manner, even when under pressure.

I have been involved in a number of very rewarding charitable and voluntary endeavours over the past few years. In university I volunteered with the Maynooth FLAC Society, providing students and residents of Maynooth with free legal aid. This allowed me to put my studies into practice. I gained experience in how to analyse a client’s situation and come up with a logical and practical solution.

In my spare time I enjoy being active. Whether it is hiking a mountain or kayaking in the Irish Sea, I take great pleasure in being outdoors. I am also passionate about sports. I played tennis and hockey competitively in school however now I participate in sports for exercise and for the social aspect of meeting up with friends. I enjoy travelling and exploring new cultures and do so whenever possible.

I am confident that my academic background and relevant experience have enabled me to develop the skills necessary to be an asset to your Firm. I would hope you consider me a strong and motivated candidate for this traineeship and I would welcome the challenge of working in a new environment where I could immerse myself in a busy, dedicated commercial culture.

I feel that these skills - combined with my enthusiasm, my love of legal subjects, academic and other achievements to date and the discipline associated with them - would enable me to contribute effectively to the needs of the Firm. I would enthusiastically welcome the opportunity to support the solicitors and other professionals of Byrne Wallace and to experience at first hand the dedication, skill and teamwork of a premier law firm undertaking first rank work.

Accordingly, I hereby apply for a traineeship with Byrne Wallace and trust that my application will commend itself to you. However, if I can provide any additional information or otherwise assist you or the Firm in your consideration of my application please do not hesitate to get in touch with me.

Yours truly,

Katie Oakes