To whom this may concern,

I would like to put forward my CV for the traineeship programme in ByrneWallace LLP. I graduated from Maynooth University in 2016 with a Bachelor of Laws (LLB). I have completed all 8 of the FE1 Examinations as of March 2021.

I have just over 4 years experience in the legal sector since I have left college. My current role is as a Legal Secretary for the Infrastructure, Construction and Energy team in ByrneWallace LLP, which has given me a broader insight into contentious and non contentious construction law issues. I have enjoyed my time so far in ByrneWallace since the end of 2019 and would be very happy to continue working here as a trainee and in the future as a solicitor.

My last two previous roles were as Legal Administrator/PA to the Head of Treasury Legal Services Department in AIB and as a Legal Intern in Kenny Boyd & Company Solicitors.

I received a range of training in regards to administrative duties involved in both private practice and in house. I have had exposure to various areas of law such as property, family, probate and financial services and banking law. All of this training will be useful for me to utilise in any new role I take on. My experience and responsibilities are outlined further in my CV.

I am interested in applying for this role as I would like to start my journey as a trainee solicitor as I completed my FE1 exams this year. I also want to gain more experience in a commercial law firm as I have enjoyed my time working in ByrneWallace currently and my time spent in the smaller firm that I interned at. One of the other main reasons I would like to become a trainee solicitor at ByrneWallace specifically is due to the firm’s ethos of being a forward thinking firm and their focus on positive work-life balance. I also feel that ByrneWallace’s culture, through working in the office and seeing reviews from client’s on the recent Legal 500 2021, is positive and progressive as well as still being a friendly and knowledgeable place to work that focuses on client’s needs. This in itself is why I would like to train at ByrneWallace as I feel it would help progress my career and I believe I would be an ideal candidate to take part in the traineeship programme due to how my goals and ambitions align similarly with the firm’s.

I would bring a number of great attributes to this role such as my attention to detail, effective communication, ability to work off my own initiative and to work well as a part of a team.

I appreciate you taking the time to consider my application for this role in the firm.

Please find my C.V. is attached.

Kind regards,

Kiara Ford.