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**Crona McLoughlin**

**HR Manager**

**ByrneWallace**

**88 Harcourt Street,**

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Trainee Position

Ms McLoughlin,

My name is Laoise O’Malley and I would like to apply for the Trainee Position advertised on your website. As a Corporate Law (International) and LLB graduate, who has recently completed a Masters in International and European Business Law (LLM) at Trinity College Dublin, working at an established commercial law firm like Byrne Wallace was always my ultimate goal.

The trainee solicitor program at Byrne Wallace appeals to me as it is renowned for its commitment to trainee development and for the level of training it provides to each of its trainees. It offers the opportunity to gain experience in a variety of different practice areas and in doing so, work alongside experts in those fields. As evidenced by my choice of LLM, sitting the New York Bar, completing the Law Society’s Course on Aviation Leasing and my Diploma in French Law, I have always had a passion for International and European Commercial Law. However, it is the areas of banking, financial services and asset finance that are of particular interest to me. Therefore, as one of Ireland’s leading commercial law firms, renowned for its unparalleled expertise across the full breadth of commercial law including in banking and financial services, I feel a traineeship at Byrne Wallace would provide me with an excellent platform for exploring the many facets of commercial law and as a result, would provide me with the best training possible. Byrne Wallace is also renowned for level of responsibility and the quality of work given to trainees. I feel that having an intellectually challenging traineeship, such as that in Byrne Wallace, is what differentiates a good lawyer from an excellent one and it is for this reason that I have decided to apply for the trainee program at Byrne Wallace.

As demonstrated above and in my CV, I have a passion for commercial law and I am academically able for a trainee position in Arthur Cox. However, as outlined below, my employment history, demonstrates that I also possess the necessary skills and attributes for a trainee positon in Byrne Wallace.

Since May 2015, I have been working as a legal secretary in the funds authorisation and asset management department in Arthur Cox. This experience has provided me with an invaluable insight into the inner workings of a busy commercial law firm and provided me with a comprehensive knowledge of financial services and investment funds as practice areas. My role as legal secretary to Sarah Cunniff (partner), Eddie Carter (associate) and Carl O’Sullivan has provided me with the opportunity to develop my knowledge of the funds industry from key players in the industry. My duties in this role include: compiling funds for Central Bank submissions; drafting and amending funds document, such as prospectuses, supplements to prospectuses, presentations and minutes of board meetings; updating hard copy and electronic bibles; corresponding with clients; invoicing; general administrative; and PA work. This experience has demonstrated that I work well as part of a team or autonomously and that I work well under pressure. This employment has also allowed me to develop document drafting and problem solving skills. As a legal secretary to a partner, I am also in constant contact with clients via email, letters and phone and I feel this has been instrumental in the development of my interpersonal skills. Funds authorisation and asset management is a relatively niche area and the work can be both demanding and intellectually challenging, however, as an individual with a strong academic ability and work ethic, I enjoy the challenge and would relish the opportunity to undertake similar tasks as part of my traineeship. It must also be noted that, at the beginning of my employment in Arthur Cox, I also spent three weeks working as a float secretary. This role allowed me to gain experience in corporate, banking, litigation and construction departments. I feel this was a very beneficial as it gave an insight into other practice areas within this commercial law firm.

From January to April 2015, I worked as a legal intern in the commercial property department of McDowell Purcell Solicitors, Dublin. Not only has this experience exposed me to the workings of a successful corporate law firm but has also, provided me with invaluable experience of conveyancing and receiverships.

From September 2012 to September 2014, I worked as an administrative assistant for O’Malley Properties Ltd in Westport, Co. Mayo. Although this wasn’t a legal role per se, this experience has exposed me to conveyancing, commercial property sales/management and planning issues. Since O’Malley Properties primarily dealt with properties held by NAMA and its receivers, this employment also provided me with an invaluable experience of the workings of NAMA.

Similarly, my knowledge of property and contract law was also enhanced by working as a legal assistant for Gararvan & O’Connor Solicitors in Castlebar, Mayo. This experience provided me with an opportunity to improve my written and oral communication with clients and developed my document drafting skills.

However, it was the experience of interning for Judge Connolly in Westchester Supreme Court’s Matrimonial Division that, not only allowed me to develop my research, drafting and analytical skills but also gave me the opportunity to work autonomously on smaller matters and as part of a team on more complex matters. During this internship, my duties included, helping the law clerk write judgements, document review for contested divorces and conducting research for the Judge.

Similarly, while interning for the fast paced New York law firm, McCarthy Fingar LLP, I worked in a variety of different legal departments, which included: Trusts/estates, Matrimonial, Criminal, Commercial and Taxation. It was while working on the relocation of a well-known bank’s subsidiary that my real interest in commercial law stemmed.

It is due to these experiences outlined above and the skills I have acquired during these experiences that I believe I am a suitable candidate for trainee position at Byrne Wallace and that Byrne Wallace would not be disappointed if they hired me.

I feel confident that, as a hardworking and driven individual, who works well under pressure, enjoys working as part of a team, has strong communication skills and possesses strong legal research and writing skills, I could contribute substantively to the work of your office. Additionally, being a trainee at Byrne Wallace would allow me to continue my commitment to pursuing a career in commercial law and to strengthen the skills I will need to become a successful solicitor.

Please find enclosed my CV, which highlights my experience and skills. Thank you in advance for your time and consideration.

Kind regards,

Laoise O’Malley