Ciara Loftus

53 Adelaide Road

Glenageary

Co Dublin

HR Manager

ByrneWallace LLP

88 Harcourt Street

Dublin 2

6th October 2021

Dear Ms Loftus,

I am a final year student of Business and Law at Technological University Dublin. Upon the completion of my degree, it is my intention to sit my FE1 examinations. Having researched your company and Traineeship Programme, I would be very interested in securing a place in the programme for the year commencing 2023. I believe that Byrne Wallace is a highly regarded and progressive firm. This trainee programme provides aspiring solicitors with the foundations and tools, which enable them to reach their highest potential. Most notably, trainees in this particular programme are given a lot of guidance. This aspect separates Byrne Wallace from other competing firms and entices me as an applicant.

As part of my research into your company, I have familiarised myself with your firms ethos and values. It is apparent that your firm is successful and dedicated to its colleague and client interests. This is evidenced by the firms receipt of awards and recommendations notably, the Lexcel accreditation and ISO 27001. As a trainee applicant, this aspect of the firm is very attractive.

I appreciate that to be successful in this programme, individuals ought to have strong legal knowledge. During the course of my degree, I have engaged in a number of different law modules which have all contributed to my thorough understanding of the law. Some examples include Contract Law, Company Law, Property Law and Constitutional Law among others. Having studied a variety of subjects of business and law, I have a strong legal knowledge and understand the law from many different perspectives which I believe would support my success in a trainee programme.

In addition to this, it is my belief that my current undergraduate degree gives me an advantage over other applicants for this training contract. My degree entails both business and law which to a certain have a symbiotic relationship. I believe that I could bring this to a commercial firm like Byrne Wallace which has a corporate nature and needs employees who have business acumen as well as legal knowledge.

I understand that this position will require individuals who are organised and who are able to manage and work to tight deadlines. Throughout my years in college, I have successfully balanced my studies, sport, a part-time job, and social life which has thought me the importance and necessity of having strong organisational skills. In addition, I have learnt good time management skills and have the ability to prioritise workloads effectively which I feel would be of significant benefit as a trainee in your firm.

Through sport from a very young age, I have learnt the importance of working as part of a team. As a trainee in Byrne Wallace, I would have the ability to work in a team and to collaborate and cooperate with colleagues, clients and partners. I have developed strong leadership skills and have the ability to communicate effectively with all levels and personalities which I feel are necessary to succeed. Many of my skills are transferable to a corporate setting and could readily be used in any team environment.

I am a confident, committed, and hardworking individual with my many skills and attributes. I would be very appreciative to have the opportunity to join the Traineeship programme to continue my learnings and would be very committed to succeeding in the position.

If you would like to discuss any aspect of this application I would be delighted to do so at your earliest convenience.

Yours sincerely,

Lara Grehan