Dear Manager of the Trainee Programme,

I am applying to the Byrne Wallace Trainee Programme and I believe I would be a valuable addition to the team. As a final year Business and Law student at University College Dublin graduating in May 2019, I aspire to become a solicitor. I have a keen interest in the legal system and have gained experience in both a solicitor’s office in my home town and also with Norton Rose Fulbright, a large multinational corporate firm in London. Working with Arthur Cox would allow me to further expand my knowledge of the legal environment and I am confident that I can contribute to the work of your office while building upon the skills that will help me as I purse a successful career in law.

As a Business and Law graduate, I am uniquely equipped with the analytical and advocacy skills that arise from legal training, combined with the numeracy and financial literacy of a business degree. Throughout my years in college I have balanced my dual degree with part-time work. This has helped me to become a highly effective and organised individual as well as having years of experience in a client facing role.

After completing an 8-week internship experience in the client service team at Neuberger Berman, I gained in-depth and valuable experience in an asset management firm responsible for circa £30bn AUM in Irish domiciled UCITS funds. I received excellent exposure in working cross functionally within an asset manager through interaction with various levels of the company. I was fortunate to spend some time with the legal department, undertaking an access letter review project. I also gained exposure to many other departments including, compliance, trading, sales and operations. I contributed to the continued development and execution of the overall UCITS oversight model within the team, while taking into consideration the regulatory and business environment that the funds operation within. I ensured that documentation for the company’s large international investors was kept both compliant and accurate. From this position, my strong clerical skills were put to use as I engaged in complicated and in depth projects for the firm.

My interest in Byrne Wallace has grown after my internship over the summer as I worked with many inspirational people who began their career on graduate programmes with corporate law firms. I am a hard-working and conscientious person who believes she will be an asset to the firm.

I look forward to the opportunity to speak further with you about the Byrne Wallace Trainee Programme. If you have any further questions, please don’t hesitate to contact me. Thank you for your time and consideration.

Sincerely,

Laura Deane