Laura English

1 Hermitage Park,

Rathfarnham,

Dublin 16.

Byrne Wallace

88 Harcourt Street,

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Dublin 2.

17th October 2018

Dear Sirs,

I am writing to you to apply for a position with the trainee programme that is available with your firm. I have a strong academic record and many extra-curricular achievements. I am keen to pursue a career solicitor as I feel this profession would allow me to apply my legal skills in a very rewarding way. I would be very grateful if you would consider me for the trainee programme with Byrne Wallace.

I am currently working for Tracey Solicitors which is a medium sized firm that specialise in personal injury claims, medical negligence, conveyancing and probate. I assist the solicitors of the firm in the day to day running of the business, which gives me a great insight in to different areas of law. One of my main responsibilities is to organise locus inspections in relation to personal injury claims and attend the inspections with the clients. These I interactions allow me to improve my communication skills by ensuring that I am able to speak in a clear and concise manner.

I have additional legal experience working for the firm of Anne O’Connell Solicitors. This was my first legal role and it firmly established for me that I would like to pursue a career as a solicitor. I have worked on cases relating to employment matters, contract disputes and accompanied solicitors to court. I found it very interesting to observe how the role of a solicitor would allow me to use my research, analytical and argument formulation skills to resolve legal problems and thereby facilitating successful outcomes for clients. By shadowing solicitors at client consultations and court, I have also gained exposure to the appealing client-facing aspect of the profession which would allow me to employ my interpersonal skills. Furthermore, I have gained experience gathering and arranging documents for discovery and organising briefs and pleadings for counsel. This experience allowed me to expand my knowledge in relation to court proceedings and the way in which our judicial system operates.

My other office experience has helped me to develop further skills that I believe would be of use to your firm. For example, I worked in Harvey Norman for a department that was responsible for the administration and banking division of our store. I was responsible for ordering stock and ensuring that orders were delivered to commercial clients within set deadlines. This experience widened my commercial awareness and helped me to develop my ability to work calmly under pressure. I have also worked as a personal assistant to a manager in Harvey Norman which helped me to develop my secretarial skills. I was able to follow instructions while also able to work on my own initiative to ensure objectives were achieved in a timely manner.

I am particularly interested in a trainee position with Byrne Wallace for several reasons. Firstly, I am keen to work for a dynamic, professional environment that will nurture my strengths and help me develop into the most skilled legal professional that I can be. I would be excited to gain an insight into your firm’s leading work in high profile and commercial transactions. This is a unique advantage that only Byrne Wallace can offer and I would be eager to learn from leading expert solicitors in this area.

Secondly, the trainee programme at Byrne Wallace is appealing to me as I am interested in gaining experience in different legal areas and your programme provides this experience. It is exciting to see a firm encourage and support their trainees while they complete a number of rotations in different practice areas. While I have some experience with litigation, employment and property law, I am enthusiastic to learn more and challenge myself to achieve personal goals. I am determined to discover my niche area which I believe is achieved through hands on experience.

Finally, I admire Byrne Wallace for their charitable activities such as supporting St John of God and Breast Cancer Ireland. This aligns closely with my own volunteering experience as I have previously raised money for the Dublin Rape Crisis Centre.

I would be grateful for an opportunity to gain an insight into the work of Byrne Wallace through their trainee programme and I hope that my legal skills will allow me to make a helpful contribution to the work of your firm.

Thank you very much for your consideration of my application.

Yours sincerely,

Laura English