Dear Sir/Madam,

I am writing to you to apply for a position on the Byrne Wallace Trainee Programme. My name is Laura Scanlan and I graduated from UCD in September 2014. Since graduating I have been working as a Legal Professional in Allen & Overy’s Belfast office. I am interested in working with Byrne Wallace as it is one of the most progressive firms in Ireland, covering a wide range of sectors and constantly striving to provide the best possible service to its clients. I am also interested in being a trainee with your firm as you are a leader in Employment law, which was a subject I have a deep interest in and gained high marks in in University. Furthermore, your emphasis on a collaborative environment is important to me as I believe it allows lawyers to provide stronger service. I believed that I would be a suitable candidate for your firm for a number or reasons.

First, my time spent working at A&O demonstrates that I have an interest in law and am capable of coping with the demands of a large law firm. During the past year I have gained a range of experience in a variety of areas including litigation document review, carrying out due diligence, undertaking research and assisting on the verification of statements for company prospectus. Through this experience I have learned the importance of attention to detail, time management and how to work both as part of a team and as an individual when up against a deadline. I was also recently afforded the opportunity to work in their London office giving me a valuable insight into the day to day running of a large law firm. I believe that these experiences would stand to me as a trainee and make me an asset to Byrne Wallace.

Second, I have excellent communication skills that I have gained through a great deal of practice. Since first year of university I have taken a great interest in communication, be it written or oral. This can be exemplified through my involvement with the student newspaper, my participation in debating and my passion for mooting. Despite initially struggling with debating I persevered as I recognised the importance of communication in the career of a lawyer. A great lawyer is able to communicate efficiently and tailor the information they provide depending on the audience. My work paid off as I became successful in mooting and public speaking, winning the National Moot Court Competition, being named Best Individual Speaker and Winner of the Maynooth Moot Court and finally receiving the Gold Medal for the annual UCD Law Society Impromptu Debate. I feel that not only does this demonstrate my communication skills but also shows my determination and drive to succeed.

Finally, I am a team player. I have demonstrated this through my involvement in university societies such as UCD Law Society and my work with Future Voices Ireland. Working in team situations is something that I am very comfortable with and find to be a valuable experience as it allows for collaboration and innovation through the sharing of ideas. I try to always be aware of the big picture and to make sure that everyone is being included which I think is vital when working in a pressurised environment.

Thank you for taking the time to consider my application. I have attached my CV to the application for your reference.

Yours faithfully,

Laura Scanlan