**Leticia R. McGuire**

**Application for the Byrne Wallace Trainee Programme**

Dear M(r)s. Onslow,

I am writing to apply for a Trainee position in Byrne Wallace commencing in September 2017. I currently work in Sherwin O’Riordan as a legal administrator and am exposed to different areas of law such as commercial (debt collection and corporate in particular), employment and personal injury.

As you can probably tell from looking at my education history, I have a very consistent interest in corporate law both in the practical ambit of it and the extensive academic research behind it. I have taught colleagues and given seminars during my Masters’ degree about corporate law and its impact in our society, private parties and how European law has affected it. With that said, I am interested in other areas of law as well such as European competition, litigation and all areas of law which are innovative, including intellectual property which is a sector that continues to expand following our technological advancements and with such, the need to protect such property.

Thanks to moving to Ireland on my own at the age of 17, I am a curious, pro-active, open-minded person with strong communication and interpersonal skills. My qualifications coupled with work experiences helped me gain transferable skills such as problem-solving, time management and initiative. As for problem-solving, in my current role I have created new ways of accessing how many new cases were being opened per month by designing graphics according to the fee earners and the case opening dates. In regards to initiative and time management, I have taken over legal secretarial and trainee duties on top of my own work and respected the assigned deadlines.

Amongst the fact that Byrne Wallace embraces such practice areas mentioned above, it is a welcoming firm with a strong sense of team work, initiative, efficiency and integrity. This approach highly motivates me and I would very much welcome the opportunity to develop my skills further with the support and guidance of your team.

Training with Byrne Wallace, one of the most progressive firms in Ireland, would represent a significant asset in one of the busiest European cities where legal matters are becoming increasingly trans-national.

I appreciate your time and consideration, and look forward to discussing further this opportunity with you, either by mobile or e-mail.

Yours sincerely,

Leticia R. McGuire