Dear Sir/Madam,

I am a 2:1 LLB graduate, currently undertaking an LLM online, who has passed all of the FE1 Examinations. I would be an ideal candidate for the role of trainee at Byrne Wallace, as in addition to extensive experience in conducting cross-jurisdictional research, both domestic in my current role as a Judicial Assistant in the Court of Appeal, and Judicial Researcher in the Irish Courts’ Service, and internationally, having previously been a Judicial Intern in the Commonwealth courts of Philadelphia, Pennsylvania.

I have also dealt with clients, focusing on the client-based approach, as part of my previous role as a Legal Assistant in a solicitor’s office. I am also well accustomed to reading, comprehending and distilling the important components of pieces of legislation, and applying them to topical legal situations. I have an abundance of experience of working to strict deadlines and prioritising accordingly, while maintaining high output standards.

I have noted the importance of organisational, interpersonal and communication skills to Byrne Wallace. As a Judicial Assistant and Researcher, I maintain clear channels of communication with my colleagues and members of the judiciary. I also engage in collaborative working with fellow researchers, operating by way of mutual understanding by dividing group tasks equally and efficiently. This optimizes the speed that responses are given, and ensures no overlap occurs, promoting increased productivity.

I do also possess the Information Technology skills required at Byrne Wallace, having received a First-Class Honour in the Introduction to I.T Module as part of my LLB degree. This focused on Microsoft Word, Excel, typing skills and different referencing systems such as Zotero. Since then, I apply these skills extensively when conducting online research, to answer judges' queries and produce research pieces, utilising online legal resources. I also have experience working with bespoke internal systems in offices such as the Kylant system for filing client details and the CLIO internal database, which I used as a caseworker on behalf of the Irish Innocence Project.

I also have great interest in the legal areas practiced by Byrne Wallace, such as their expertise in Corporate Law. In July 2020 I completed the Bright Network Internship Experience on Commercial Law, which gave me invaluable insight into the anatomy of a deal, legal drafting of commercial deals as well as conducting legal and business research. I then applied this knowledge towards completing a practical work sample, advising a fictitious company on their best course of action in a prescribed commercial scenario. If chosen as a trainee at Byrne Wallace, I would be able to further hone my commercial skills and bring a unique insight having completed research in this area as part of the internship. I gravitated towards Byrne Wallace given their drive and commitment to inclusivity and diversity. Given my experience in drafting legal updates and monthly newsletters for members of the judiciary, the Byrne Wallace “News and Recent Work” section of the website is a publication that I would be very interesting in contributing to in the future if I were to be chosen as a trainee.

Thank you for your consideration and I look forward to hearing from you in due course.

Lisa Fitzsimons LLB