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To Whom it May Concern,

My name is Lisa Moran. I am a fourth year student in University College Dublin studying Law with Social Justice (BCL). I am extremely keen to obtain a traineeship in a leading Irish law firm such as Byrne Wallace, where I would gain practical exposure to the law while developing my skills in a collaborative and fast-paced environment.

I have a strong interest in corporate and commercial law. In March 2015, I was one of a small number of students selected to represent UCD in the Corporate and Commercial Law trip to London. We visited the Magic Circle law firms and completed workshops on commercial awareness, alternative dispute resolution and negotiation. We also had the opportunity to network with trainees, associates and partners. This trip demonstrated to me that I would like to work in a corporate law firm like Byrne Wallace. I also have an increased interest in particular areas such as Competition Law, Mergers and Acquisitions, Litigation and Alternative Dispute Resolution due to gaining exposure to these areas in University. Byrne Wallace has demonstrated their strength in the area of litigation by being awarded Litigation Case of the Year 2014, Irish Law Awards.

I am currently studying Law with Social Justice at the Sutherland School of Law in UCD. This degree appealed me as, in addition to my interest in law and business, I have an interest in how the law relates to social justice issues. This is the first course of its kind in Europe and I will be in the first set of students to graduate with this degree next year. Therefore, this may be the first application you receive from a student studying Law with Social Justice. I feel that through my studies I have developed diverse perspectives on many issues. I am particularly drawn to Byrne Wallace for their repeated emphasis on teamwork and collaboration in all areas of their work, including their corporate social responsibility programmes. I am aware of the high degree of importance that the firm attaches to corporate social responsibility, including your continued involvement with the Hope Foundation, as well as a multitude of other charities. These are sentiments that resonate with me as a Law with Social Justice student. I am also a volunteer at the Student Legal Service clinic in UCD, where I advise students on various legal issues and work on their queries in my spare time. I also volunteer for the organisation, Meals on Wheels, where we provide meals to over 120 individuals. This is something I would like to continue doing when I graduate.

I have extensive experience working in a law firm having completed a summer internship in LK Shields Solicitors in 2016 where I developed skills that would be directly applicable to this position. My main responsibilities included; drafting responses to client issues, drafting Company Constitutions in order to remain compliant with the Companies Act 2014, construction of Share Purchase Agreements, drafting Disclosure Letters and Bundles, creating Due Diligence Reports for an upcoming multi-jurisdictional acquisition and completion of research on prospective clients and on legal issues surrounding mergers and acquisitions. Many duties were also administrative in nature, including file management and preparation of legal documents for litigation. This helped to demonstrate my organisational and time management skills and I was complemented for being very self-motivated. I found this experience a great opportunity to apply knowledge obtained in the classroom to a real-world commercial environment. It made me appreciate the career path that I have chosen and I feel that I would be an excellent fit for Byrne Wallace. My work as a corporate summer intern also taught me the importance of building and maintaining good client relationships. Many of my duties during my internship involved ensuring client satisfaction with an emphasis on maintaining client confidentiality. I attended seminars that emphasised the importance of safeguarding client information from cyber threats. It is apparent that Byrne Wallace realises the importance of client care and client data management as you are the only Irish firm that has achieved Lexcel accreditation and has also been certified for ISO 27001.

As well as volunteering for organisations such as Meals on Wheels and Student Legal Services, I have also founded and help run an organisation called Tennis for Tots. This programme was aimed at coaching young children in the basic skills of tennis and giving them a foundation for athleticism. Preparation, effective communication and collaboration were crucial in running a successful class. I have retained this part time job for the last four years which is indicative of my dedication and has provided me with a large set of transferrable skills relevant to this position.

I believe that I would be a strong candidate for the Graduate Training Programme at Byrne Wallace. Aside from having strong academics and extensive work experience, I have endeavoured to expand my skills in a number of ways. I have gained networking and interpersonal skills by completing the UCD Corporate and Commercial law trip to London. I have worked on my teamwork and problem solving skills through group projects in university and by volunteering at the Student Legal Service, giving advice to students on consumer law, landlord tenant law and employment law issues. I have also shown dedication and innovation through my work on founding and running a successful start-up organisation, Tennis for Tots.

I have enclosed a copy of my CV, a copy of my transcript to date, and recent references, which I hope you have time to read. I would be extremely grateful to be given the opportunity to complete my traineeship at Byrne Wallace. Please do not hesitate to let me know if you require anything else as part of my application. Thank you for your time and consideration.

I look forward to hearing from you.

Yours sincerely,

Lisa Moran