Ms. Emily Murray, Ms. Lucy Brown,

Byrne Wallace, 54 St. Assam’s Rd. West,

88 Harcourt Street, Raheny,

Dublin 2. Dublin 5.  
 24th October 2020.

Dear Ms. Murray,

I hope this letter finds you well. I recently graduated from UCD, completing a Bachelor of Civil Law with Economics. I am interested in applying to Byrne Wallace to undertake your Trainee Programme.

I believe I would be a suitable fit, and an asset for the firm due to my hardworking nature, ability to work as a team player and significant personal achievements. Byrne Wallace has gained recognition as diverse law firm with a reputation for excellence on both a domestic and international level. I’d be excited to learn from one of the best, immersing myself in such a demanding environment.

Last March I attended interviews with Byrne Wallace for your Internship Programme. This experience only stimulated my motivation to become part of your team. I thoroughly enjoyed getting to know the firm on a personal level. From my conversations with your trainees and partners, Byrne Wallace stood out to me as being an extremely welcoming firm, and it is clear that your open plan working environment and focus on collegiality greatly increases partner’s approachability, enhancing the learning experience for trainees. The small nature of your intake also appeals to me, it is clear that each trainee is given the resources and encouragement, they need to reach their full potential.

I have enjoyed my experience thus far in the legal world through my various Legal Internships, and my current Legal Assistant position at Anthony Joyce & Co. Solicitors (detailed on my CV). These roles have taught me that my goal of becoming a solicitor is well founded. I have found my work stimulating and received excellent letters of recommendation and feedback from my mentors.

I have always worked hard on my personal achievements, which I believe display the character that makes me a good fit for your firm. I have achieved Grade 7 in Ballet with the Royal Academy of Dance, London, and plan on working towards Grade 8, (the final non-professional grade) once classes resume post COVID. Ballet is a skill requiring stamina, determination, and personal discipline. My accomplishments with ballet show my motivated personality and appreciation for hard work.

I have demonstrated my ability to work as a team player through my extracurricular activities. While at UCD I was appointed Public Relations Officer on the 163rd Committee of the L&H Society. This role gave me the opportunity to develop my teamwork skills and taught me about partnership and communication, working together to meet deadlines and achieve common goals.

My time studying abroad demanded I step outside my comfort zone to deal with new challenges effectively, I’d like to bring that ability to bear for Byrne Wallace. Law in the U.S. is a postgraduate course, not only was I competing with classmates of a more mature academic standing, but also learning to engage with the unfamiliar 'Socratic Method' of teaching. The experience taught me that my inner determination is stronger than I had known, while hugely increasing my confidence.

Thank you for taking the time to read my application. I have attached a copy of my CV outlining my skills and achievements in more detail. I believe I have a great deal to offer your firm and would be delighted with the opportunity to undertake my Legal Training at Byrne Wallace.

I look forward to hearing from you.

Yours sincerely,

Lucy Brown.