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Byrne Wallace
88 Harcourt St,
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Dublin

To the human resources team,

Please accept my enclosed application for a traineeship with Byrne Wallace starting in late 2021/early 2022.

In offering me this traineeship, Byrne Wallace would gain a motivated, proactive and resilient individual with a Bachelor of Business and Law from University College Dublin.

I am looking for a traineeship with core features of development, progression and encouragement and the programme with Byrne Wallace appears to have all of the above. After a summer of completing legal internships, I value hugely a collaborative and innovative working environment, most especially one with an open door policy in practice. I am currently interested in many aspects of the law, namely corporate, funds, and conveyancing and I believe the rotation the firm offers, would greatly help me to narrow my interests and specify the practice area I would like to qualify into. It is also hugely appealing to see that Byrne Wallace places emphasis on a 'work-life' balance, with various social activities and a dedication to volunteering also. From the open evening held on the 24th of September I had the chance to meet and speak with many employees of the firm. The open, encouraging and collaborative culture of the firm was extremely apparent and appeared to be a fantastic place to complete a traineeship.

I learned a great deal about what it means to be a solicitor, the skills needed, and I got comprehensive insight into the industry with a summer filled with two legal internships. I have managed to hone my communication and interpersonal skills through client orientated communications as well as reporting to partners and senior associates. I have also managed to prove my time management skills and teamwork abilities through group research assignments, aiding trainees with assignments when they are on tight time schedules and completing the various tasks that come with reporting directly to a partner. My non-legal work experience has undoubtedly attributed to skills that come extremely important in the working day of a solicitor. My problem solving and decision-making skills improved dramatically from managing medical emergencies in my work as a health care assistant. I am also a skilled multitasker and can work calmly under pressure, something vital in retail and also a great skill to have in the legal industry.

I believe I would be an ideal candidate for the opportunity as I have an in-depth and comprehensive understanding of the business and legal worlds. I will graduate with two degrees which will be a competitive asset for any law firm wishing to take me on. I am a hardworking, capable and outgoing individual with a talent for teamwork as well as an ability to rely on my own initiative.

I look forward to any opportunity to discuss the position further and to discuss the value that I most certainly can bring to your firm. Thank you for taking the time to review my application and I look forward to hearing from you/a member of your team.

Regards,

Maebh Ni Ghallchobhair