

Maeve O'Brien
20 Fisherman's Wharf,
Thorncastle Street,
Ringsend,
Dublin

Dear Sirs,

I am writing to you today to apply for the Byrne Wallace Trainee programme. I am a graduate of English Literature and History from Trinity College Dublin with over three years' experience working in busy client facing positions, both within and outside of the legal sector. I have passed 6 FE-1 exams and will be sitting the remaining two this October. In 2017, I was also the winner of the FE-1 Law Society Award for Contract Law.

I am currently working as a Legal Administrator in Gleeson McGrath Baldwin Solicitors, a full service firm with a strong focus on commercial matters. It is a varied and demanding role including reception duties, legal secretarial work and everything in between. As such, the ability to work efficiently while under pressure is crucial, as is a high standard of attention to detail. I have really enjoyed my time working here, particularly in the area of litigation where I have been able to prove myself useful in a variety of ways. My time here has given me a great insight into the everyday realities of working in a busy commercial firm and has cemented my decision to pursue a career in this field.

I would love the opportunity to demonstrate that I can add value to Byrne Wallace as a trainee solicitor. I am an outgoing and driven individual with strong commercial instincts, qualities I believe would be a great fit with your firm. As someone whose background, both academically and professionally, also offers a different perspective than your typical applicant, Byrne Wallace's reputation as a forward thinking firm is particularly attractive to me. I am available for interview from the 10th of October and can provide work and academic references upon request.

Thank you for taking the time to consider my application today and I hope to hear back from you soon.

Yours Sincerely,

Maeve O'Brien