

60 Carrickbrennan Lawn
Monkstown
Co.Dublin

12 October 2016

Dear Sir/Madam,

I am writing to you to apply for a position on the Byrne Wallace Traineeship Programme 2017. I graduated from the School of Business and Law in University College Dublin in 2014, having achieved a 2.1 Honours Degree. I am a hard-working, ambitious and dedicated team player which I have proven across many environments, from the sporting field to professional settings. I completed the Law Society FE-1 examinations in October 2015. My strong academic background complements significant working experience in Ireland, Germany, U.S.A, Canada, and India.

Since graduating from University in May 2014, I have demonstrated my strong determination to improve my skills, knowledge and qualifications. I attended the Tübingen Sprachinstitut in Stuttgart where I spent three months improving my German language skills and immersing myself in the culture. I passed the European Language Certificate (TELC) in January 2015 achieving a First Class Honours in the B1 examination. I possess a unique skill of communicating, interacting and dealing with people and I thrived in this different culture. This experience allowed me to prove my adaptability and significantly enhanced my interpersonal skills, while overcoming the initial language barrier.

In May 2015, I worked as an Assistant to the Dublin Region Referendum Co-Ordinator. I was a key member of an energetic team organising the Polling Stations, Count Centres and the logistical set-up of six of Dublin's largest constituencies. My responsibilities included liaising with six of Dublin's Head Constituency Representatives, Dublin's Sheriff and other key organisers. This role demanded a high level of flexibility, creativity and meticulous planning. Furthermore, working on the frontlines of the proposed 34th and 35th Amendments to the Irish Constitution and to be part of history being made was an enthralling experience.

On completion of my work with the referenda, I started an initial eight week internship with Lavelle Solicitors. During my internship, I worked as part of a highly productive team dealing with personal and corporate insolvency. I experienced an enjoyable and effective working relationship and I believe this was attributable to the fact that I was given responsibility from the outset. I ensured I repaid that trust with timely and accurate work with an emphasis on attention to detail. Thus, after my last set of FE-1 exams, I was given the opportunity to return to Lavelle's on a full time basis. Consequently, my responsibilities and workload significantly increased. I welcomed this challenge and continued to learn and improve my skill-set daily. I elected to delay entering Blackhall Place as I was fortunate enough to be accepted into my following role.

Between May and September 2016, I volunteered in Kolkata, India, as part of the SUAS Educational Development Charity. As Team Coordinator of twelve Irish volunteers, my role consisted of a multitude of responsibilities to ensure the effective delivery of teaching over a three month period. This required engaging in weekly meetings with the CEO, teachers and volunteers of our partner Organisation, Sabuj Sangha. Ensuring the health, safety and security of the volunteers was a priority and required close attention and judgement. In addition the emotional well-being of each volunteer was essential and a component I had to take very seriously. By conducting formal and informal one-on-one meetings with each member of my team, exercising conflict resolution, situational adaptability and support, I ensured the smooth running of the Programme. Problem solving was a necessary daily task and one at which I excelled. My leadership, planning skills, and creativity was tested from all angles, however I was highly commended for my effective management and work upon my return. Each of these skills are directly transferable to a career in law.

I am passionate about practising law and would relish the opportunity to represent both international as well as domestic clients as part of the Byrne Wallace team. The emphasis placed by Byrne Wallace on the development of trainees is extremely appealing to me. Given the opportunity to work alongside distinguished lawyers, I am confident that, under their guidance, I would exceed expectations. Together with my cross-cultural experience, my developing legal knowledge and my determination to learn, I believe I would be a valuable addition to the Byrne Wallace team. I hope you will consider my application for a position on the upcoming traineeship programme.

Thank you for your consideration and I look forward to hearing from you soon.

Yours Sincerely,

Mark McPhillips

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