60 Carrickbrennan Lawn

Monkstown

Co.Dublin

21 October 2015

Dear Sir/Madam,

I am writing to you to apply for a position on the Byrne Wallace Traineeship Programme. I am a Business and Law graduate from University College Dublin having achieved a 2.1 Honours Degree (2014). My strong academic background complements significant working experience in Ireland, Germany, U.S.A and Canada.

I am a hard-working, ambitious and dedicated team player which I have proven across many environments, from the sporting field to professional settings. Having already passed six of the Law Society FE-1 examinations, I sat the remaining two in October 2015. I am confident I have managed to obtain the necessary results.

Since graduating in May 2014, I have demonstrated my strong determination to improve my skills, knowledge and qualifications. I attended the Tubingen 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 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 have significantly increased. I have welcomed this challenge and I continue to learn and improve my skillset daily.

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 firm.

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

Yours Sincerely,

Mark McPhillips

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