Dear Sir/Madam,

Having graduated in September of last year from Maynooth University with a Bachelor of Business and Law (International), I recently completed a dual LL.M. offered by the Catholic University of Lyon and Maynooth University. I have spent the first semester studying in Lyon and attended Maynooth for the final semester. I have recently sat my first set of the FE-1 examinations. The traineeship programme at Byrne Wallace matches my experiences and capabilities and will provide me with the challenge I am seeking in my career.

The nature of my bachelor degree and LL.M. have prepared me for a wide range of opportunities. Throughout my time at university, both at home and abroad, I have conducted independent research in my studies and my extra-curricular activities. This has required a great deal of initiative and self-motivation. I have also been able to develop a wide range of skills which make me an adaptable person.

I am a conscientious, hard-working, and dedicated person. I look forward to working in new environments. This is evident from my previous experiences. I opted to take an Erasmus year to Slovakia, somewhere unknown to me, where I thrived with the opportunity to meet new people and develop as a person.

Having recently completed a month-long internship at a large commercial firm, I am eager to further develop the skills I learned there. I was involved in a wide variety of projects while at Matheson. This included drafting reports and research memos for clients, the preparation of CRO and Central Bank Filings, and the preparation of documents for execution. This experience has allowed me to develop the skills and experience necessary successful trainee and, ultimately, lawyer at Byrne Wallace.

I have also been heavily involved with student organisations, during my time at university. For the past four years, I have honed my interpersonal, networking, research (both independent and as part of a team) and communication skills. I have also been given many leadership roles within these organisations and I have been a representative at numerous international meetings and conferences.

My academic and work experiences have taught me to work well with others and to take responsibility for my own work. I am an outgoing person and I take pride in my communication and interpersonal skills. I enjoy both independent work and team-work and strive at the opportunity to work in challenging business environments. My enthusiasm and determination also ensure that I will make a success of this role.

If you require any further information, please do not hesitate to contact me by phone or e-mail.

Kind regards,  
Mark O’Reilly