14 Sandy View Road, Riverside

Tuam Road

Galway

Telephone: 085 271 3851

Dear Ms. McLoughlin,

I am a recent NUI Galway graduate with a Bachelor of Arts and a Bachelor of Laws Degree. I would like to be considered as a potential candidate for the firms’ Trainee Solicitor Programme. Byrne Wallace has always stood out for me compared to all other law firms because of the firms’ diversity of legal expertise with forty-three distinct practice areas from child care to life sciences.

I completed my LLB this year at NUI Galway and recently resigned from my long-term position as supervisor with Burger King Galway on accepting a full-time position as a legal assistant with Gerardine C Costello & Associates Solicitors. As well as working as a legal assistant, I am also a class tutor for LLB tutorials within NUI Galway.

From the outset on starting my undergraduate studies, a career in law has always been a number one priority for me. My goals are concise and I am driven to succeed. I am highly motivated when it comes to accepting new challenges and I approach fresh opportunities with an open mind and a willingness to learn as much as possible. I am a team player, and with over five years working for Burger King, I have learnt the value of what a team work ethic brings to the successful running of any business.

Aside from my full-time position as a legal assistant and a part time class tutor, I am also a volunteer assistant with Youth Work Ireland Galway. I am attracted to ‘The Corporate Responsibility Programme’ that is run by Byrne Wallace, as I am currently a volunteer with an organisation that supports children’s well-being.

I am hard working. Throughout my degree I worked and studied. From working in a fast restaurant, I have learnt a number of valuable skills in regard to working as a team player and curtailing to a customer’s needs. I can manage my time and make deadlines with accuracy, perfection and precision. With great organisation, being content on getting done what needs to be done is paramount for me.

I would like to be considered as a potential candidate for the Trainee Solicitor Programme with Byrne Wallace, because the firm reflects a real emphasise on support for a trainee to meet their full potential and excel in their legal careers. Should you have any enquiries about my application or require any further information, please do not hesitate to contact me.

Thank you in advance for your consideration.

Yours sincerely

Mary Shields