ByrneWallace

88 Harcourt Street,

Dublin 2

20th October 2017

Dear Sir or Madam

I wish to apply for a traineeship with ByrneWallace. ByrneWallace is a leading law firm in Ireland. It is widely recognised as providing top class legal services both domestically and abroad. It is a firm that works at the cutting edge of business and practices in a large number of areas that are of great interest to me, including Corporate Law, Competition Law and Environmental Law, which I particularly enjoyed studying as part of my Masters in Common Law.

I attended a number of recruitment events involving ByrneWallace, including the UCD Law Careers Fair. These events left me with a very positive impression of the firm. Having spoken with representatives of the firm at these events, as well as friends who have undertaken the firm’s traineeship and internship programmes, it is clear that it is the top firm to train with in Ireland. The firm has extremely high standards in terms of its trainee programme and promotes a strong team ethic. I am also attracted to ByrneWallace given its strong commitment to Corporate Social Responsibility. In particular, the donations it gives St Audeons National School, where my mother taught speech and drama on voluntary basis.

I am very keen to pursue a career as a corporate lawyer in ByrneWallace. Corporate law has a broad scope and encompasses and regulates a diverse array of business operations, functions and transactions which have significant implications for our economy. I am attracted to the prospect of advising and representing corporate clients on issues of such importance. I am a recent graduate of the two year Masters in Common Law (MCL) from University College Dublin (UCD). I have commenced sitting the FE1s this October. I have also undertaken legal internships with Keane|Legal in Brussels (in 2016) and Beauchamps Solicitors in Dublin (in 2017). These internships gave me an insight into the day to day life of a corporate solicitor and convinced me that a career as a corporate solicitor is the career path for me.

In addition to studying law at post-graduate level, I am fluent in French and Irish. In 2013, I undertook my Erasmus in Brussels where I studied at L’Institut Supérieur de Traducteurs et Interprètes (ISTI), which is a constituent college of L’Université Libre de Bruxelles. Based on my final year results in French, I have reached level C2 on the Common European Framework of Reference for Languages, which is the highest level attainable. I believe that this sets me apart from other applicants.

In terms of me as a person, I have many hobbies and interests. I am very interested in cookery. I see it as relaxing and sociable as I believe people bond over food. I also find testing out new recipes fun. I am a big fan of Dublin GAA and Irish rugby. I played rugby and basketball for many years and I enjoy attending matches. Sport has developed in me a sense of team spirit and commitment, an ability to deal with winning and losing and is character building. I studied Classical Guitar for 11 years. I also play the bass guitar and I sing. I find playing music both individually and in a group very relaxing. I also enjoy going to the theatre both at home and when abroad such as in London, Brussels or New York.

I strongly believe I have skills that make me an ideal candidate for a traineeship with ByrneWallace. I am a team player with good interpersonal skills, as is demonstrated by my work in relation to student activities. I would classify myself as bright, capable, adaptable, hard working, used to working as part of team and eager to learn. I have good analytical skills and a pragmatic approach. I also, where necessary and appropriate, try to add humour and positivity to situations. I am also very comfortable working with Word, PowerPoint and Excel.

I am pleased to attach for your consideration my Curriculum Vitae.

I look forward to hearing from you in due course.

Yours sincerely,

Matthew Carroll