Byrne Wallace 108 Rathdown Park

88 Harcourt Street Greystones

Dublin 2 Co Wicklow

12th October 2018

Dear Sir / Madam,

I am writing to express my interest in applying for the Intern and Trainee Solicitor positions as advertised on The Law Society’s website. I am a graduate of UCD having achieved a 2:1 in Business and Law, graduating in the class of 2017. I sat my first round of FE1 examinations in March 2018 passing all four exams taken and have just recently sat another two papers. I intend to complete the remaining papers in March 2019.

Since 2012, I worked in The Martello Hotel where I performed a variety of tasks and functions, working primarily in the accounts department. This involved working in the cash office and administration department where I held a number of responsibilities including managing previous day’s sales ensuring all tills and receipts balance. I have also worked as a waiter in the restaurant which is an extremely fast paced environment. I believe this role has also provided me with skills that will serve me well in my future legal career.

In mid-October I will commence my first role working within a law firm environment, working as a paralegal in LK Shields Solicitors on a fixed term contract until the end of January. I am eager to gain as much legal experience as possible and have a particular interest in Company law and the Energy and Natural Resources sector.

I consider myself to be a hardworking and driven individual who is constantly seeking to learn new skills. I believe these characteristics combined with the knowledge I have gained during four years of college and my 6 years work experience would make me a strong addition to the Byrne Wallace Trainee programme.

I would be very happy to meet with you to discuss my experience and interest in a future legal career with Byrne Wallace.

Yours Faithfully,

Matthew Maguire