Dear Sir/Madam,

I am writing to express my strong interest in a Training Contract with your firm. I am a well-rounded, entrepreneurial and driven individual. I believe my personality, skillset and desire for intellectually stimulating work make me a strong candidate for the ByrneWallace trainee programme. I believe that the firm an individual trains with fundamentally shapes their career in law and as such, I want to be in a firm that is driven by talent and succeeds through teamwork while putting Client’s needs at the forefront of their business. I believe ByrneWallace best represents these qualities.

The effective practice of law requires teamwork and the collaborative nature of working in a corporate law firm compliments my outgoing personality. Having played team sports all my life, I work well with others and this, coupled with my client facing experience, has given me skills to forge strong relationships with colleagues and clients alike.

I have been interested in pursuing a career in law since a young age. I was always adept at English in school and I sought a career where this would be a strength. The analytical and critical thinking involved with law is what drew me to it. At university, I thoroughly enjoyed the research aspect of studying law and find the prospect of applying academic research in a commercial context alluring.

Having been born in America, emigrating home at the age of 5 and, more recently, worked in Northern Ireland, I have become accustomed to adapting to new circumstances. I lived and worked for over two years in Belfast, moving there after finishing my masters whilst the majority of my peers stayed in Galway or moved to Dublin. I sought to broaden my horizons and sought an opportunity to experience a different culture and was rewarded with a great experience of living in a unique and deeply historic society.

Communication and teamwork are paramount towards providing an excellent service for the client, skills which I desire to apply to the best of my ability at all times. I am an affable person and have an excellent rapport with colleagues and clients. I have been a member of a number of committees and societies, from the Law Society in NUI Galway to the social and sports committees with Axiom. I assisted in organising the Law Ball in 2014 which was attended by 500 people. I also shared responsibility in organising and hosting a special event for former NUIG Student, President Michael D. Higgins. I partook in drafting a letter to President Higgins inviting him to attend a ceremony held in NUI Galway in his honour. I received the “Alive” volunteering certificate for my efforts.

As a member of the social committee in Axiom, we were responsible for organising team bonding events. As a member of the sports committee, we organised sporting activities for the employees including museum tours, 5-a-side football, hockey and tag rugby.

I pride myself in my honesty and integrity. I believe these to be important attributes in the workplace, particular where leadership and management is concerned. Working as part of group projects throughout my employment with Axiom and being responsible for my own team as Central Coordinator have shown me trust is paramount in working effectively with others.

Outside of work, I try to make the most out of my spare time. In doing so I take it upon myself to exercise, build upon skills and learn new abilities. I am an avid gym-goer and stick to a regular fitness regime. I am fond of playing music, having achieved a Grade 6 proficiency in playing the piano and I am currently learning to play the guitar. I enjoy exploring the Irish country side and discovering what the beautiful green isles has to offer. I am a keen reader and enjoy reading novels to wind down in the evening.

I want a career in law that is as rewarding as it is challenging and I possess the ability to succeed as a trainee solicitor. Ultimately, I see ByrneWallace as the ideal platform for me to make the transition from law graduate to top class solicitor.

Yours faithfully,

Matthew Skelly