Niall Duffy

39 Crannagh Road

Rathfarnham

Dublin 14

Byrne Wallace

88 Harcourt St,

Dublin 2,

2/10/2021

Dear Sir/Madam,

I wish to apply for a place on the Trainee Solicitor Programme at Byrne Wallace. I am a final year law student at Trinity College Dublin. I have a consistently strong academic record. I am looking forward to commencing my FE-1 Examinations straight after I finish my degree in 2022. I shall sit the first four FE-1s in October 2022. I shall sit the final four FE-1s in March 2023. I hope to commence the PPC 1 Course at the Law Society of Ireland in 2023. I am committed to beginning a long career in corporate law as soon as I can.

My hands-on experience in the legal sector means that I have a strong knowledge of legal practice management, trial management, legal technology and client relations. I know full well the various tasks involved in the successful operation of a law firm. My knowledge of how to use the Practice Evolve software and DX Mail system mean that I could contribute to Byrne Wallace from my first day at the office. My legal experience has rendered me well-versed in how to liaise with solicitors and barristers. I understand the major responsibility of being involved in representing a client. I have risen to this high bar and I made significant contributions that made a difference for clients during my time working with both Jonathan Dunphy & Co and Ardagh McCabe Solicitors LLP.

I was highly impressed by Byrne Wallace’s work in the areas of Company Law, Corporate Restructuring/Insolvency, Banking Law and Financial Regulation. I have excelled and thrived during the study of these areas as part of my law degree. These are some of the areas that I am most eager to practise in. I was particularly impressed with the strong Criminal Law background of the Corporate Crime, Regulatory Investigations and Enforcement team at Byrne Wallace. My knowledge of the Companies Act 2014, directors’ duties and my hands-on experience of working in a criminal law firm would ensure that I can make an effective and insightful contribution to Byrne Wallace’s work in this area.

I have exceptional communication skills. I have developed these skills through my legal work experience and my part-time work during my time as a student. My work has brought me into direct contact with solicitors, clients, barristers and members of the public. I have always had to hold myself to high standards of delivery for customers during my part-time work. I know what it takes to deliver high-quality service for customers. Good communication is essential part of this. It is also vital for a successful career as a solicitor. My abilities in this area would make me a valuable asset for Byrne Wallace. I would be an excellent ambassador for the firm when working with clients.

I am under no illusion that working as a solicitor requires significant dedication and an ability to work long hours. I have a work ethic that is second to none. I have been more than capable of successfully balancing part-time jobs of 20-25 hours per week with studying for my law degree. During Summer 2021, I worked from 9-5 as a legal intern. After finishing in the office, I worked a further four or five hours in my other job at Treacy’s SuperValu Churchtown. I also worked nine or ten hour shifts at the weekend in SuperValu at this time. I have the drive and motivation to dedicate large amounts of my time to working as a Trainee Solicitor with Byrne Wallace. My work ethic would make me a highly valuable employee for Byrne Wallace. It means that I am prepared to work exceptionally hard to deliver for the firm and its clients.

The variety of legal experience I have means that I would be very capable of adapting to different areas of law during the various rotations involved in the Trainee Solicitor Programme at Byrne Wallace. My familiarity with completing property contracts and commercial leases from my legal work experience mean that I will be well capable of working in the Property Department. My experience of drafting affidavits, notices of motion and requests for voluntary discovery mean that I am well-placed to work in the area of Litigation and Dispute Resolution. My interest in Company Law and Financial Regulation means that I would be an asset to the Corporate, Banking and Finance Departments of Byrne Wallace. My knowledge of Family and Child law would allow me to be of significant assistance in the Child Care Law department of Byrne Wallace. The significant array of departments in Byrne Wallace spanning many different areas of law attracted me to the firm. Working as a Trainee Solicitor in Byrne Wallace would allow me to use the full breadth of skills learned during my legal work experience. It would also allow me to use the knowledge acquired during my studies of different areas of law during my degree to the fullest potential.

I have always been eager to embrace a challenge. I look forward to hearing from you.

Yours faithfully,

Niall Duffy