Niamh Maguire

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 Sevitt Manor

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 Co Meath

HR Manager

Byrne Wallace

88 Harcourt Street

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D02 DK18

18 October 2018

Dear Sir/ Madam

**Trainee Programme 2018**

I am writing to apply for the traineeship programme with Byrne Wallace. Please find attached to this application my Curriculum Vitae, which outlines my academic history and personal interests.

I am currently working as a paralegal and I also have a couple of years work experience as a transaction manager of special purpose vehicles in the asset finance and capital markets sectors, whereby I managed the day-to-day compliance, regulatory and transactional obligations of companies. This experience, coupled with my qualification as a chartered secretary with the Institute of Chartered Secretaries of Ireland, has enabled me to develop strong organisational skills, an analytical, logical and solution-driven approach to tasks and the ability to work under pressure. I also hold a 2:1 Bachelor of Civil Law (European) degree from University College Dublin, during which time I spent a year on erasmus at the University of Exeter in the United Kingdom.

It is my ambition to work as a corporate lawyer at Byrne Wallace. I have excellent analytical capabilities, a logical mind and an ability to communicate clearly and succinctly, both orally and in writing.The predominant reason that I have chosen a career in a commercial law firm is to bring about positive change for corporate clients. Combining both my knowledge of corporate law and my acute commercial awareness, I am eager to assist clients in achieving their business objectives.

Working as a paralegal in the asset finance team at Maples and Calder, combined with over a year of work experience in Walkers, has confirmed my desire to succeed as a corporate lawyer. I believe that a career as a lawyer will satisfy my analytical flair and my desire for academic challenge. As mentioned, I already have experience in the corporate world, having worked for a couple of international companies in the financial services sector. I have an entrepreneurial spirit and during my career in corporate services and now in law, I have built up a strong skill-set and competencies that I will bring to the role of trainee solicitor. This experience has facilitated the development of my analytical, communication and team work skills, which I believe would enable me to excel as part of the Byrne Wallace team.

I have gained a thorough appreciation of what is required to advance in a commercial firm. I have seen that a successful trainee and ultimately a lawyer must have exceptional writing skills, a keen eye for detail and a propensity to quickly identify problems and solutions in the cases facing clients. Equally a lawyer must be approachable, amiable, a team player and clients should feel confident in their abilities. Furthermore, commercial acumen is a prerequisite to working in a commercial firm. I hope to be given the opportunity to put these skills to work as at Byrne Wallace.

I am depended upon by a team of six associates in Dublin, supporting their needs by fulfilling all paralegal duties to a consistently high standard. I have become a point of contact for our team's clients as a result of my exceptional communication and interpersonal skills and I also act as a mentor to incoming paralegals. I have learned to confidently plan and organise legal tasks and follow instructions quickly and correctly.

The success of Byrne Wallace is undoubtedly built on its investment in talented staff and the top class trainee programme on offer. The firm's established trainee programme is unrivalled and I know it is where I will be afforded the best opportunity to train with the best legal talent, in order to excel my career into the future. Furthermore, the firm's genuine commitment to charitable aims such as through your association with Breast Cancer Ireland and the Special Olympics demonstrates to me that the firm is so much more than the leading law firm but a place of integrity, respect and community.

I would love the opportunity to demonstrate to you in person that I will make a fine addition to the Byrne Wallace team and that I would be a worthwhile investment for the firm. I am available to start on the trainee programme in 2019. Thank you for your time in considering my application and I look forward to hearing from you.

Yours faithfully

Niamh Maguire