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To whom it may concern,

My name is Niamh Mahon and I wish to apply for the Trainee Solicitor Programme with ByrneWallace. I believe that I would be the perfect candidate to partake in this programme for the numerous reasons outlined below.

I am a highly focused graduate of Law and International Development, graduating with First Class Honours, with both interest and experience in public affairs, legal issues and social justice. To display these interests and experience I have extensive working experience; I had the honour of being the first female Returning Officer of Maynooth University’s Students’ Union, I was the Auditor of the award-winning Maynooth University Literary and Debating Society and I was also the Marketing Director of ELSA Groningen during my Erasmus year. In a professional capacity, I undertook a placement programme with your law firm in September 2016, worked as a European Career Ambassador for ESPO and worked alongside GradIreland at their graduate fairs as an events coordinator. These voluntary and professional roles display my experience, industriousness and hunger to learn.

I firmly believe that I have the specific skill sets that would make me an asset to ByrneWallace. In my current role, as a contractor for the Adecco Staffing Group, I have been exposed to many different work places with diverse and challenging expectations. Here, I have been forced to adapt to different work environments quickly and efficiently. These skills are transferable and display my adaptability. Working in busy and different office environments sets you up for the everyday pressures which are inevitable in any workplace and I believe that this is especially true in my case. I have been a front-of-house receptionist for LinkedIn amongst others and this role was as fast-paced and challenging as they come; certainly, no two days were alike. These are skills which would make me ideal in the day to day dealings with your clienteles. I believe that having worked after I graduated distinguishes me from the mass as it displays that I have taken the time, thought, and effort to apply separate from the pressures that commonly exists around ‘*milkrounds*’ in Universities!

As Returning Officer for Maynooth University’s Students’ Union I oversaw the transparency of the elections alongside all the other daily duties associated with the role. This role prepared me for stressful situations and for when decisions needed to be made in short time frames. It exposed to me the importance of delegation and staying within a budget, as well as the vital skill of how to bounce back and adapt to unforeseen circumstances. This was a multi-faceted role and one which I know would prepare me for any situation in any position. I know that the departments in ByrneWallace are varied and different and this is something which has drawn me to your firm as this is something which I believe I will excel in.

However, most importantly, and above any qualifications I may possess I believe that I have the right attitude to be successful in this programme. Although I am ambitious, hardworking and goal driven I also take time out of my day for activities that I believe are more important than work. For example, I always ensure no matter how long or short my lunch break is that I get outside, as I believe that some fresh air can make all the difference in your day. I also always ensure that I get in some physical exercise whether that is going for a run, a gym class or just a walk and chat with friends. Another thing that is absolutely necessary in my every day routine is calling my mother, or at very least sending her a text. This keeps me grounded, and reminds me of what is truly important in life. These are the traits that I believe make me stand out from the rest, and the traits that I will carry with me throughout my working career.

I believe that the above is an accurate summary of who I am as a person, and the experiences that have shaped me. I believe that they fit in with the values of ByrneWallace and that is why I have very selectively chosen to apply to your firm.

I look forward to hearing from you.

Kindest regards,

Niamh Mahon