

Drumasladdy
Belturbet
Co. Cavan
H14 DX26

07/06/2024

Byrne Wallace Solicitors
88 Harcourt Street
Dublin 2

A Chara,

RE: Trainee Application

I am writing to express my interest in the above position. Please find enclosed a copy of my CV. Please feel free to contact me if you require any additional information.

I work as a Judicial Assistant to the Honourable Judge Patrick Quinn of the Circuit Court, I have passed 5 FE1 exams on my first attempt. I graduated from NUI Galway with an International Degree in Civil Law.

I would welcome the opportunity to work for and learn from a highly regarded firm such as ByrneWallace. This role is exactly the opportunity that I seek and my education, experience and own professional values match the ethos of your firm.

I am particularly interested in completing my traineeship at ByrneWallace because ByrneWallace places a strong emphasis on collaborative working. I particularly liked the 'open door policy' detailed in the application videos. I am very keen and able to learn from the highly experienced practitioners and look forward to adding my own personal attributes to the team.

ByrneWallace being a large city firm, would provide me with the exposure to a wide range of legal departments. The expansive legal services offered by ByrneWallace has been a major influence in my application. I am extremely enthusiastic to gain experience in areas of law that are not commonly before the Circuit Court, for example I always enjoyed Technology Law in University and I note that this is an area of law that the firm has extensive experience in.

I am a punctual, efficient and determined individual who understands the importance of attention to detail, whilst being able to undertake a wide range of tasks. I have the drive and commitment to constantly achieve the best I can in all that I undertake. I enjoy a challenge and above all am willing to learn. These qualities would prove to be a valuable asset and I hope to become a committed member of your team.

As a Judicial Assistant I have gained invaluable experience into the litigation process which I would look forward sharing with the team. In addition to the experience of legal hearings the Court Service has provided me with constant training and upskilling. Particularly, in the area of communication skills, presentation skills and legal drafting all of which provide me a strong platform to begin my career as a trainee solicitor.

I believe that my legal experience coupled with my strong academic background will allow me to make a significant contribution to your firm. I would welcome the opportunity to discuss my application further at interview.

Thank you for your consideration.

Le meas,

Olivia Keaney

(0857500245)