Orla Taaffe,

23 Castleway,

Kinsealy Lane,

Malahide,

Co. Dublin.

K36R259

8 October 2021.

Hiring Manager,

ByrneWallace LLP,

88 Harcourt Street,

Dublin 2.

DO2 DK18.

Dear Sir/Madame,

My name is Orla Taaffe and I am a final year law student, currently working towards an LLB in Trinity College Dublin. I was made aware of this internship opportunity through my University. I am seeking a training contract in ByrneWallace for a number of reasons. I have thoroughly enjoyed studying law in university, with a particular interest in medical law, child and family law, company law, employment law and commercial law. Having studied law for almost four years now, I know this is the discipline I wish to pursue a career in. ByrneWallace provides a full range of legal services, ensuring ample opportunity to practise and develop skills in a number of areas. ByrneWallace also seeks to retain trainees, allowing them progress in their career, which is important for me as I hope to be a successful lawyer. Further, I hope to play a meaningful role in the firm as a trainee solicitor, whilst gaining knowledge and experience during my traineeship.

My degree so far has provided me a number of skills that I want to improve and practice in a professional setting, such as critical analysis skills, research skills, and active listening skills. I have developed these skills in a number of ways throughout the course of my studies. Having improved year on year in my coursework, maintaining an upper second second-class honours, I have proven to be a hardworking, driven individual, who is able to apply these learned skills in order to achieve my goals. I have also completed several group projects, requiring teamwork, listening, communication and organisational skills. These skills are of utmost importance in a commercial law firm, in order to meet client’s needs, optimizing their opportunity and minimizing their risk. My final year dissertation project, which is in the area of prison law, is a collective group project alongside nine other classmates. This will allow me to apply my skills and complete an extensive research project in a larger group setting. As project manager for this dissertation group, leadership will be required as well as support and dedication in order to achieve a useable piece of research for the Irish Penal Reform Trust, who have requested this research submission.

As you will see from my C.V., I completed the Law First Intern Programme at Matheson in 2019. This was a wonderful opportunity, allowing me to improve my research skills, and manage tasks and responsibilities in a busy working environment.

Highlights of this internship programme included a research project on diversity and innovation, participation in a mock court, various group activities, and a number of workshops including communication, research and analytical skills, and negotiation skills.

Involvement in these activities demanded strong communication skills, interpersonal skills, leadership, time management, and writing skills.

Participation in the mock court exercise improved my confidence and provided real-life court experience, which I enjoyed immensely.

Being paired with a trainee buddy allowed for ongoing communication and learning opportunities. I was required to complete delegated tasks efficiently and properly whilst seeking assistance when necessary.

The experience with Matheson and the skills acquired will stand to me as I progress in my career. Exceptional communication, research, teamwork and interpersonal skills are of utmost importance in any role.

I currently hold a part-time barista role at Starbucks Malahide. This fast paced environment has taught me the importance of customer centricity, active listening with attention to detail and taking a right-first-time attitude in the execution of my job. Relationship management is a hidden skill where we have regular customers. Building rapport coupled with excellent customer services ensures their repeat business.

The cafe would not run efficiently without consistent and effective teamwork. I must complete all tasks on each shift and accept instructions issued by my supervisor. I always ensure to complete these tasks to the highest of standards, paying attention to detail in order to complete it first time.

I have also taken leadership in training new baristas. This demands patience and knowledge in order to ensure the information conveyed to them is correct. Starbucks is a leading coffee corporation and we are always driving to increase sales and derive profit. This requires innovative thinking and initiative to improve sales whenever possible.

Working in this environment have provided me with a wide range of transferable skills applicable to a career as a solicitor.

Outside of my studies and work, I am a trained mentor, and currently volunteer with the Trinity College Dublin Student-2-Student Mentor program. This requires organisation skills, active listening and confidence, in order to support incoming first year students integrate into their college life and their legal degrees. Further, I am Foróige youth leader volunteer. Foróige is a charity dedicated to allowing children realise their potential and discover their place in society. This role has provided me with listening skills, leaderships skills and discipline, ensuring best practice policies and procedures are adhered to at all times when working with young people in Ireland.

I also have a keen interest in food, culture and trying new foods and was therefore elected as 4th year class representative for the DU Food and Drink Society. In this role I have helped organise various events such as anti-apartheid night in conjunction with the TCDSU and BDS, Oktoberfest and various other events. This role has allowed me develop time-management skills, finding a balance between coursework and remaining dedicated to my role in the society. I also strive to engage in a meaningful way with the rest of the committee by selling tickets, advertising events and attending events when possible. A collaborative team efforts helps realise the societies potential, which requires dedication and teamwork.

In my spare time, I enjoy playing piano, dancing and swimming. Both piano and ballet require attention to detail and concentration in order to get it right. I competed at a national level in swimming throughout secondary school, which required extreme dedication and motivation. This provided me with time-management skills and a strong work-ethic. I have participated in numerous showcases for both Irish dancing and ballet. Involvement in these various extra-curricular activities has improved my organisational skills, allowing me to prioritize commitments with my studies and personal life.

I hope to be have the opportunity to complete a training contract in your firm as I have a keen interest in law, in particular child care law, commercial law, corporate governance and health and social care law, which ByrneWallace is ranked as a top tier firm for Healthcare by the Legal500. I am also keen to get exposure to all areas of the law, and ByrneWallace has an extensive practise areas. As a hardworking and driven person, I feel I would have endless opportunity to grow and acquire new skills every day in a large commercial firm such as ByrneWallace. Given the skills I have acquired so far in my degree, college and personal life, and my ability to work in a team and independently, I think I would be able to play a meaningful role as a trainee in ByrneWallace whilst receiving first class training as a lawyer.

Thank you for reading my application and I look forward to hearing from you

Yours sincerely,

Orla Taaffe