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18/10/2018

To Whom it Concerns,

My name is Orla Trant and I am applying for a traineeship at Byrne Wallace. I graduated from UCC in 2017 with a degree in Law and French. In final year of university I decided to pursue a career in commercial law but realised that having had no experience in the commercial world that decision was not fully informed. With this in mind, I postponed sitting the FE-1 examinations and accepted a position as an Account Specialist with Kerry Group. This put me at the heart of an international business. Following my year in Kerry Group I am determined to pursue a successful career in commercial law.

What I enjoyed most about my position in Kerry Group was my responsibility for managing high-value international transactions between the business and my customers, being at the centre of the deal. A traineeship with Byrne Wallace would allow me to build on this experience. The firm has an excellent reputation for genuinely involving trainees in high-value work allowing them to learn directly from those leading their field of practice. It is clear from the testimonies of trainees that providing a high-quality traineeship, through education and real experience, is a priority at Byrne Wallace. What distinguishes the firm is how it values its trainees not as short-term trainees but as long term employees, the future of the firm. This is reflected in the number of former trainees who have become partners at the firm.

It is a my priority to train in a firm that has close-knit team and an open-door policy and this is why Byrne Wallace is my first choice. Again, this is evident from the number of partners who have remained at the firm since their traineeships and in the testimonies of trainees who describe an open, inclusive and supportive environment within the firm, an environment that gives trainees every opportunity to reach their full potential and to qualify with confidence. I believe I would excel in this environment and be a positive addition to your team. At Kerdiffstown House and Kerry Group I was commended for my ability to bring my team together, to raise moral in challenging times and how I acted as the common-denominator amongst colleagues.

If offered a traineeship with Byrne Wallace, I will bring to the firm an individual who is highly commercially aware and both confident and enthusiastic in taking her own initiative. While working in Kerry Group I became concerned about the fraught relationship and inconsistent ways of working that existed between Customer Care and Commercial Finance and how this was impacting our customers. I proposed and established a monthly forum to discuss issues, a project group to determine clear ways of working and a programme of work shadowing to promote understanding across both teams. The project was highly successful. Not only is this an example of my commercial awareness and initiative, it also exemplifies my determination to succeed in my career and how I will enthusiastically go beyond the parameters of my role and assume more responsibility in order to demonstrate my work ethic and leadership qualities.

My experience in Kerry Group has also shown that I have strong organisational, time-management and problem-solving skills and that I can deliver excellent results when assigned individual projects. It has shown that I work effectively and efficiently under pressure and always maintain an exceptionally high level of attention to detail. I believe the skills I have learned over the past year will help me to make a seamless transition into my traineeship.

I would like to thank you for taking the time to consider my application and would appreciate the opportunity to meet with you at interview to demonstrate my value as a potential Byrne Wallace trainee. I am available for interview at your request.  
  
Yours sincerely,

Orla Trant.