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Ciara Loftus
Head of Human Resources
Byrne Wallace
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RE: Trainee Solicitor Programme 2024

Dear Ms. Loftus,

I wish to apply for a position on Byrne Wallace's Trainee Solicitor Programme 2024. I believe that I am the right candidate for this position due to the knowledge, experience and skills I have acquired to date. I am a First-Class Honours LL.B. graduate from Dublin Business School. I have a Certificate in Income Tax and Payroll Compliance from the Irish Tax Institute and I have over two years legal experience in the private and public sector in the areas of immigration law, employment law and tax law. I also have experience in the areas of retail, hospitality and communications.

I currently work in the Revenue Solicitors Division, where my duties include assisting solicitors in the coordination of legal matters, liaising with Counsel from multiple jurisdictions drafting legal documents and researching case law or legislation. I have been involved in a number of tax appeals ranging from small claims to billion dollar disputes. This experience showcases my skills in organisation, attention to detail, legal research, legal drafting and teamwork. This experience has also increased my knowledge of High Court procedure, tax law and certain provisions of the Taxes Consolidation Act 1997 (as amended). I believe the knowledge and experience I have gained from this position puts me in an excellent position to carry out the role of a trainee solicitor at Byrne Wallace. I note that Byrne Wallace offers a fully integrated tax service providing both advisory and compliance services. I believe that I will be an asset to this team.

I previously worked as a Legal Executive and HR Co-ordinator in OK Consultancy. Although this firm closed down due to financial difficulties, the experience I gained here is invaluable. My duties included assisting or taking the lead in client consultations, liaising with government

departments such as the Department of Justice, drafting company HR policies and creating the company's first employee handbook. I was also given the responsibility of managing high volumes of case files. This experience showcases my skills in time-management, case management, communication, legal drafting and leadership skills. This experience also highlights my knowledge of immigration and employment law. I note that Byrne Wallace has an award winning employment law practice and has been recognised as a top-tier firm in the Legal 500 and Chambers Europe. I believe that my knowledge and experience would also make me an asset to your employment law practice.

Finally, I am a hard-working, ambitious and honest individual who has a track record of achievement in the work I undertake. I hope my application receives a favourable outcome.

Regards,

Oyinprebi D. Olobio