

Patrick Kelly  
5 Royal Canal Terrace  
Broadstone  
Dublin 7

Head of Trainee Recruitment  
Byrne Wallace  
87-88 Harcourt St  
Dublin 2

Dear Sirs,

Please find enclosed herewith my Curriculum Vitae, which is included with a view towards securing a traineeship with Byrne Wallace. I have recently completed a Post Graduate Diploma in law in DIT securing first class honours (1.1). My undergraduate degree is from Trinity College Dublin where I graduated with upper second class honours (2.1). I am very interested in training with Byrne Wallace as I feel I would fit well with the ethos of the firm and be an asset in both the short and long term.

Throughout my education and employment to date I have developed several skills that I believe are some of the key building blocks to a successful career as a solicitor. They are my interpersonal skills, strong work ethic, innovative approach to problem solving and my ability to deliver clear results that are focused, decisive and accessible. My ability to anticipate a client's needs and my desire for constant high quality service has instilled me with a meticulous eye for detail and a focus on client care. This skill has been further accentuated following my 3 month internship with Orpen Franks, where I had to ensure that my work in several commercial property transactions were up to the exacting standards expected of a solicitor. I at all times aim to exceed both the client and employer's expectations. Whilst working in the Skylon hotel I was tasked with securing lasting relationships with clients, which is something that I did time and again. Furthermore I have excellent interpersonal skills that have been strengthened throughout my employment and as part of several sports teams as I have had to work closely with clients, colleagues and teammates. My university education has required me to hone my research skills and has also seen me take innovative approaches to difficult problems. My thesis is testament to that and I note that innovation and quality are at the core of the Byrne Wallace ethos. Throughout my employment with the Skylon Hotel I worked as part of and was subsequently promoted to manage a team that was tasked with administrating and being the face of the business.

Combined with the above skills and along with my drive I am of the belief that I would be well suited to the ethos at Byrne Wallace. Furthermore I believe that training with Byrne Wallace would offer me the opportunity to gain invaluable experience and to do meaningful work as part of a team that would not be afraid to give me responsibility. Having researched Byrne Wallace and spoken with current trainees at the firm I note that the firm has a reputation for excellence and ensures that trainees receive the highest quality of training possible. Furthermore I note that Byrne Wallace are committed to acting with honesty, integrity, to be innovative and responsive to a client's needs. I feel that my own personal goals, values and skills are a perfect fit with those of Byrne Wallace and I therefore believe that I would be well suited to Byrne Wallace and I feel that I would become a valuable asset to the firm.

Thank you for taking the time to consider my application and I look forward to hearing from you.

Kind Regards,

Patrick Kelly