Patrick McIntyre

-Cover Letter-

Dear recruitment team at ByrneWallace LLP,

I am writing to apply to the Trainee Solicitor Programme, as advertised through the ByrneWallace website. I am currently a final year student at Maynooth University, where I am completing my bachelor of laws. I am also an FE-1 candidate with the Law Society of Ireland.

The Skills that I have demonstrated, particularly in my studies, shows that I am very much capable to work in a fast paced, ever-growing, busy environment such as the one at ByrneWallace. My public speaking and advocacy skills, all of which are necessary to develop a successful career as a solicitor, are of a very high standard. This has been proven with first class honours in all of the modules I undertook with a public speaking aspect to them. I also have a breadth of experience, not only in a legal environment, but in hospitality, administration and the promotion of client relationships, interests and overall guidance and support. My time as a court registrar in one of the busiest courts in the country allowed me to visualise the work of solicitors, with first-hand experience of how the courts operate and how solicitors facilitate the smooth running of such a vast organisation. I witnessed not only the advocacy side of the role, but also the very meticulous administrative aspect of it. I know however that I have built up a vast portfolio of work experience, in which the responsibilities of a solicitor were somewhat mirrored, which are primarily focused on teamwork, leadership, subject matter of the role, communication and relationship management.

I also feel that I have the adequate interpersonal and technical skills to progress as a solicitor with ByrneWallace. My knowledge of the law, which is reflected in both my grades and work experience, is complemented with my advanced communication and teamwork skills. The later can also be seen in my work as a manager of a food and drinks company, and throughout my time as a front of house supervisor in a busy hotel. In both of these roles, I excelled in the areas of communication, as it was essential in order to deliver a high quality of service to the many clients each business catered for. My qualities as a leader can also be seen in these roles, as I was responsible for not only delegating work, but managing day to day operations as well as functions, events and weddings involving over 200 people. I also believe that I have the desirable personal attributes that are required of all the staff working at ByrneWallace, such as empathy, reliability, honesty, and the ability to work under a great amount of responsibility. This again is exemplified in my roles as manager and supervisor, where I was responsible for and trusted with cash and finance management, as well as tasked with jobs of closing and opening both premisses. My role as a substitute teacher also illustrates the high level of responsibility given to me, as well as show my ability to work in a team environment, all the while adhering to deadlines and objectives.

When researching ByrneWallace to see if I would be a good fit into your company, I discovered that the qualities of the firm align almost perfectly with my own. ByrneWallace’s dedication to their staff’s careers advancement and investment in learning, as well as the positive culture surrounding the firm, are all very attractive attributes, all of which I believe are necessary for a company to succeed and grow. I was delighted to see this, not only through staff testimonials but also through national and international recognition from many clients. I believe that I have the sufficient organisational and analytical skills to succeed as a solicitor with your company. I also feel that my strong corporate knowledge and commercial awareness only aid my application. I can see that the skills I have developed in the past would be instrumental in my work at this firm if I was to be offered a place on the graduate programme. My ability to proactively engage with clients to deliver on objectives is second to none, however I still plan to develop this quality even further as a solicitor. I also admire the commitment to personality and individuality within ByrneWallace, as this is essential to work as a team with other solicitors, paralegals and secretaries in such an inclusive and diverse environment. What is also admirable about your company is the provision of expert legal services to both private and public clients on a national and international scale, an aspect of the job I would definitely be looking forward to working in, if I were to be offered a place with your company.

I believe in the values and qualities that ByrneWallace promotes and exemplifies, all of which I have amassed over the past 6 years of working to fit customer’s needs and build relationships with clients, suppliers and other staff, have left me well placed to contribute to your company’s work with regard to providing an exceptional legal and consultation service.

Thank you for your consideration, and I look forward to hearing from you soon.

Yours Sincerely,

Patrick Mc Intyre