

20 Railway Close
Clongriffin
Dublin 13
D13 AD99
+353 87 3496308
pauldonohoe1994@gmail.com
29 September 2022

ByrneWallace LLP
88 Harcourt St
Saint Kevin's
Dublin
D02 DK18

Re: Traineeship Application

Dear Colleague,

I am writing to you in relation to the above matter and would like to express my interest in applying for the 2024 Traineeship intake in the firm.

I am a hardworking and resilient legal professional with four years of experience working within the legal and corporate governance sectors. I am a BCL graduate of Dublin City University and have also completed an LLM with the same university. Over the course of my education I developed an extensive knowledge of Law. In my Masters degree, I specialised in genetic discrimination in the contexts of the medical and insurance industries. Throughout my Degree and Masters I have developed an extensive skill set which would enable me to add value to the firm throughout my traineeship and post-qualification career. These skills include analytical, commercial awareness, data privacy awareness, oral and written communications, positive influencing, cross functional collaboration, critical thinking and problem solving, leadership, teamwork and independent learning. I developed and demonstrated these skills across a variety of modules including; Torts, Medical Negligence, Commercial, Company, Employment, Trusts, and Property Law. I have successfully completed all eight of the Law Society of Ireland's FE-1 examinations.

My legal employment history to date includes experience in the areas of litigation, corporate, conveyancing and banking. I have been highly involved in the preparation of briefs for Counsel and the attendance of matters before the Irish Courts and have extensive experience in drafting pleadings and correspondence under the direction of Solicitors and liaising with clients and Counsel. I have also worked in the areas of Corporate Governance, Risk and Operations within the Irish subsidiary of an international bank. Within this role, I organised and managed the bank's management committee meetings, assisted the Company Secretary with corporate

governance filings and fitness and probity requirements, and assisted the projects team with the progression of time-sensitive regulatory projects. I am currently employed as a Paralegal in the firm's Health Services department. This role has granted me extensive experience of working in a fast-paced and demanding environment. In this position, I have greatly refined my multi-tasking, organisation, collaboration, timekeeping and data protection skills and have been given great exposure to the firm's results and client focused culture. My positions of employment to date have provided me with a variety of practical skills, including quality assurance, data governance, risk management, interpersonal skills, client service, team work, proficiency in Microsoft Excel suite, task management and prioritisation.

I am now looking to secure a challenging and rewarding role as I progress my career and I believe that my proven skills, together with my firm-specific knowledge and expertise, would make me an asset to the Traineeship programme. I deeply respect the firm's client-focused approach to business and results-driven culture. I have had the privilege of working with inspirational solicitors during my time with the firm and I am assured that this Traineeship would provide me with the requisite skills and knowledge to assist me in becoming a top-tier legal professional. I would approach this opportunity with an eagerness and drive to ensure that I uphold the firm's reputation and high standard of results and client support in all aspects of my work.

I look forward to hearing from you at your earliest convenience.

Yours sincerely,

Paul Donohoe