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21st of October 2015

ByrneWallace

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To whom it may concern,

I am writing to you to apply for the Trainee Solicitor Programme offered by ByrneWallace. I am currently in my final year of Bachelor of Civil Law (BCL) at University College Dublin.

I recently attended your Trainee Solicitor Open Evening and having additionally met your firm at the UCD Law Fair, I know that I am an ideal candidate for the Programme. The experience I have gained over the past number of years has strengthened my desire to become a solicitor and to be part of your firm.

This year I am serving as Auditor of the UCD Volunteers Overseas Student Society. Undertaking this position in my final year of university means that I must effectively and efficiently manage my time. I am an organised person and thoroughly enjoy working as part of a team – this appointment allows me to put my skills to use.

This past summer I was employed by Capita Asset Services (Ireland) Ltd. for a period of close to three months. I initially worked alongside a team of solicitors and subsequently joined a team of Summer Interns. I also gained experience with the Securities Management Team. The opportunity to work in a corporate environment and to gain experience and knowledge from those around me was one that I relished. Capita is a fast-paced organisation and all staff are required to perform a high volume of tasks methodically and according to stipulated deadlines. The experience I gained with Capita has consolidated my decision to pursue a career in law. I significantly improved my communication, drafting, problem solving and teamwork abilities. I know these skills will stand to me should I be given the opportunity to become a ByrneWallace Trainee.

I spent my third year of university studying at the National University of Singapore as part of the Sutherland School of Law’s exchange programme. The opportunity to study abroad was an invaluable one. My year in Singapore afforded me the chance to immerse myself in a new culture, to meet people from a plethora of different backgrounds and to experience life at another university. I was required to work consistently and diligently in order to meet the high standards expected of students in Singapore. In my downtime I had the privilege of travelling extensively in Southeast Asia. I am not afraid to embrace new experiences and challenges. Furthermore, I adapt to new environments without delay.

In 2014, I travelled to Nicaragua as a Student Leader with UCD Volunteers Overseas. I fundraised over €2,500 prior to departure and was responsible for a team of volunteers alongside two other Student Leaders and two Team Leaders. Whilst overseas I coordinated an education project and liaised with local people on a day-to-day basis. Working alongside a team of like-minded people was thoroughly enjoyable and rewarding. Although the position of Student Leader came with great responsibility, I believe that I met the challenge. As a team we created lasting and tangible benefits for the communities we worked with. We ourselves also gained hugely from the experience.

In addition, I travelled to Nicaragua with UCD Volunteers Overseas in 2013. Again, I was required to fundraise over €2,500. I spent one month working on a construction project building a pre-school alongside my teammates. I subsequently travelled widely in Central America. I know that I am blessed to have had life experiences ahead of many of my peers – as a result I understand hard work and the value of money.

In 2011, I participated in the HOPE Foundation’s Development Immersion Programme. Through the Programme I travelled to Kolkata, India after fundraising a sum of €3,000 in a tough economic climate through a number of successful endeavours including a sponsored skydive. I would love to immerse myself in your culture of charitable giving and volunteerism and to become actively involved in your Corporate Social Responsibility efforts here in Ireland.

My volunteering and travel experiences along with my time in Capita have required me to work hard and make my own decisions. They have necessitated me to make and deliver complex plans. Additionally, and as a result of these experiences at home and abroad, I am well accustomed to teamwork – something which I know is hugely important in a leading law firm such as ByrneWallace. For many years I played hockey and camogie and I know that I am a good team-player. Should I be fortunate enough to become a ByrneWallace Trainee, I will immerse myself in the team and contribute my all.

As an individual I have an international outlook. Your practice is becoming increasingly international and I believe we share the same values. I aspire to become an expert solicitor and to put my skills to good use in order to meet client needs. My ultimate goal is to work in an environment of excellence. I am driven, hardworking and willing to learn and I would be delighted to prove myself to you.

Thank you for your consideration.

Yours faithfully,

Paula Shine