

Cornfield
Quarry Road
Rathmichael
County Dublin

1 October 2019

Dear Sir/Madam,

I am currently a final year Business and Law student in University College Dublin. I would like to apply for a place on the traineeship programme at Byrne Wallace.

While I am a very competent legal student, I believe that a number of other factors set me apart from other candidates who may be applying for a training contract.

I have a vast array of legal experience that many other candidates for this position may not have. I have worked full time over the past summer in two different commercially orientated law firms, and I continue to work in one of them part-time currently. I have gained experience in a range of different areas of law such as Banking and Finance, Commercial and Residential Property, Corporate M&A, Litigation (including Discovery), Employment, Licensing, Family, Matrimonial, Probate.

I am developing a set of practical skills and knowledge which I would not normally learn in college. In my current position, it has felt as though my role is more akin to that of a trainee. I hope that this experience will give me a practical and beneficial head start when I do commence a training contract at a firm, and I should be able to contribute in a valuable and meaningful way to Byrne Wallace immediately.

The materials which I cover in my education in Business and Law give me both skills and experiences which a lot of other candidates may not have, such as networking, teamwork, marketing and an understanding of the business in a financial and analytical manner. I think it is critical to see the firm as much as a business which is constantly looking to develop and grow as it is to see it as a legal service provider. It also gives me an important understanding of the socio-economic and business environment and most importantly, an understanding of the clients; many of whom may be businesses which we shall be both legal and business advisors to.

As an individual, I am very outgoing and confident. These are skills that I have acquired through running for contested elections, being a class rep, class captain, prefect, being involved with student unions, student councils, European Youth Parliament, student society committees, etc. In these positions, I have learned a lot in terms of taking responsibility, learning how to listen, how to take criticism, how to make decisions and act as a leader. You must also be able to sell yourself as a credible individual to gain the trust and support of others; a skill which is also essential in gaining and retaining clients.

I have also worked many different part-time jobs, in Ireland and abroad, dealing with people of different cultures and socio-economic backgrounds. My experience and ability to adapt to different situations and clients is important when working and networking with different clients, providing a memorable and satisfactory experience and growing a client base. The client is number one. Without clients, there is no business.

My legal education is my structural foundation. But I feel that I can bring so much more to the organisation above and beyond this base and essential requirement that not all other candidates can bring.

Byrne Wallace is a leading Irish law firm, and is very attractive in terms of career progression, success and security. It offers opportunities to practice in both market leading practice areas and opportunities to practice in more niche areas.

I attach a copy of my curriculum vitae.

I hope that you shall take serious consideration of my application and I look forward to hearing from you.

Yours faithfully,

A handwritten signature in black ink that reads "Peter Burke". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Peter Burke