**Re: Application for Byrne Wallace Trainee Development Programme.**

To whom it may concern,

I am writing to apply for a place on the Byrne Wallace Trainee Development Programme.

By way of introduction, this cover letter will set out my motivation for wanting to train and qualify as a solicitor in a large corporate firm, describe my educational background and my work experience to date.

As a highly ambitious and motivated individual, it is only natural that I would be drawn towards Byrne Wallace as a prospective trainee. To work in one of Ireland’s most advanced and progressive law firm is an opportunity given only to individuals with the requisite personality, character and determination. Having read through Byrne Wallace’s business philosophy, it is clear that Byrne Wallace only accepts people of the highest of standards. I believe that I can achieve these standards that you look for. This self-assurance is based on what I have achieved in both my academic career and commercial work experience.

I firmly believe that my educational achievements are a convincing indicator of my ability to perform. As you can see from my CV, I have completed two undergraduate degrees and a masters. This shows that I am highly capable, and that I am a proven academic achiever. My undergraduate degree combined legal studies with the core commerce subjects such as economics, management, accountancy and marketing. This powerful combination furnishes me with the skills and knowledge necessary for a career, not only within the legal field, but also as a trusted business advisor. During the last three years of my academic career, I am proud of consistently increasing my final grade each year, demonstrating my desire to achieve excellence.

For my master’s degree, I strategically chose a range of subjects that I felt were the most relevant in today’s commercial landscape. Achieving a distinction in my thesis could only be accomplished through critical thinking and acquiring an in depth knowledge of the subject. I wrote my thesis on issues relating to corporate restructuring. As the specific topic had not been critically assessed before, I was praised for my originality and my solution led approach in how the area could be more efficient.

My experience in retail, working in the Ashford Collection emphasised my personable approach to customers. Similar to Byrne Wallace, impeccable and professional customer service was integral to the company. I was responsible for resolving a wide range of customer issues. I ensured to listen and understand the customer’s issue before attempting to resolve it as quickly as possible. In many ways, I took ownership of customer’s problems. I was always warm and friendly as such circumstances can be stressful for customers. I later found these characteristics to be vital when I was working with clients in William J. Brennan and Eversheds Solicitors.

Last September, I secured an internship in William J. Brennan & Co. Solicitors in Dublin. I worked alongside the managing partner and six other fee earners in the firm. I gained experience in areas such as conveyancing, litigation and debt recovery. In recognition of my performance, the managing partner offered to extend my contract, which I gladly accepted. This was a significant personal and professional achievement for me.

This summer I was selected for a position as a Summer Intern in Eversheds Solicitors. This reaffirmed my ambition of working in a large commercial law firm. I worked in the Litigation Department on the Mortgage Enforcement team. I was entrusted to file affidavits in advance of hearings and to solve any issues arising. I liaised with our offices within the U.K., the Circuit Courts and summons servers. The position required each member of the team to take ownership and assume responsibility for the client’s problems. Working in tandem with other members of the team proved to be very satisfying. By being personable and approachable to other team members, I was able to forge many healthy relationships.

I understand the balance of living a healthy and active lifestyle with a busy working life. I enjoy challenging myself through various forms of physical exercise. During my internship, I took up the opportunity to play tag rugby this summer. It was thoroughly enjoyable and it afforded me the opportunity to meet new people in different departments. Prior to this, I played Gaelic Football for my club Corofin and also in university whilst in Edinburgh. I take great comfort in the comradery that accompanies being a member of a focused and supportive team. In this regard, I was happy to read on your website that you “promote well-being, fitness and nutrition in the workplace” and also that the firm has competitive tag rugby and soccer teams.

What is most impressive about Byrne Wallace is your commitment to a comprehensive training programme. The firm is keen to promote its open door policy for trainees. Partners are “keen to impart meaningful and practical advice.” Its emphasis on a strong mentoring system ensures continuous professional development for its trainees. This results in the most thorough and unique training programme available in the Irish legal business, a programme I know would help develop my individual potential.

For the above reasons, I truly believe that Byrne Wallace is the best firm for me to realise my full potential and desire to be an expert lawyer of the highest calibre.

Many thanks for taking the time to consider my application. I look forward to hearing from you.

Yours sincerely,

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Peter Gallagher