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Hiring Manager,  
Byrne Wallace,  
88 Harcourt Street,  
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To the manager of the trainee programme,

I am applying for a graduate programme with Byrne Wallace for various reasons which I will outline below.

Firstly, the degree I am studying has influenced my decision to apply to work at Byrne Wallace. I am a final year student of business and law at Technological University Dublin. I am an intelligent and hardworking individual, which is reflected in my academic results thus far. In my first year and second year exams I achieved a II.I grade. In my penultimate year I completed an Erasmus programme at the École de Management in Strasbourg, France. I have recently begun my final year and have decided to specialise in law with a focus on Equity Law, Criminal Law and EU Law. I have previously studied other relevant subjects including Company Law, Contract law and Tort Law. Completing a dual degree has given me a strong understanding of both the Irish legal framework and the day-to-day internal management of Irish businesses and thus I am the ideal candidate for a graduate role at Byrne Wallace.

Another key driver in my decision to apply to Byrne Wallace is the excellent reputation of the firm. I have previous experience working for a market leader which I really enjoyed and I am eager to work in a similar type of environment. Byrne Wallace has won many awards such as Law Firm of the Year 2016, which has attracted me to the firm.

Furthermore, I also have outstanding part-time work experience, which I have always done as a compliment to my study. I have previous experience at a law firm, Lavelle Partners where I worked as an intern on the debt and asset recovery team. I also worked for Swarovski Ireland where I managed the Dundrum concession store on behalf of my absentee manager as well as the daily running of cash flow and sales, while simultaneously monitoring and compiling Key Performance Indicators (KPIs) for senior management. During the summer of 2020, I completed an online internship programme with Deloitte while also managing to hold down a part time job in my local coffee shop. These roles have enabled me to hone my strong communication, organisation, planning and stakeholder management skills, which I would seek to bring with me to my work in Byrne Wallace.

In addition, I would like to work for Byrne Wallace because of the contribution I can make to the firm. I am an excellent team player and a diligent and meticulous worker. While I have a

broad range of personal interests and hobbies, my main leisure activities relate to sport. I play camogie with Ballyboden St. Endas GAA Club and compete in team golf competitions on behalf of Castle Golf Club. Playing sport has afforded me the opportunity to further develop my strengths of cooperation and initiative, which would stand me in good stead for a career with Byrne Wallace. I am a highly resilient individual and therefore, I would be an excellent asset to any team or department within Byrne Wallace. In addition, I am a keen runner and in August 2020 I ran 100 miles in aid of the Mater Foundation and raised €400 for the charity. My diverse interests have taught me to develop a wide range of skills which I could use while working at Byrne Wallace.

Finally, I would like to work for Byrne Wallace because of the values of the firm. From researching the firm, I have learned about the emphasis placed on corporate social responsibility. As previously mentioned, I have a keen interest in charity work and would be delighted to be afforded the opportunity to get involved in the CSR efforts that Byrne Wallace take part in such as events held in order to raise money for hospitals and hospices. As previously mentioned, in July 2020, I completed a virtual internship with Deloitte Ireland. As part of this internship I attended webinars on the importance of corporate social responsibility in the workplace and I would like to work in a role where charity work is valued.

I thank you for taking the time to read my letter and I look forward to hearing from you soon.

Yours Faithfully,

Róisín Mc Keon