To Whom It May Concern:

My name is Rachael Toland-Burke and I am a final year Business and Law student in UCD. I am applying for a training contract in ByrneWallace after speaking with one of your trainees at a Graduate Law Fair. They advised me as to the vast opportunities that the winner of the 2016 Law Firm of the Year, has to offer.

I would like to train as a solicitor in your commercial law firm for many reasons. I appreciate that it is an ever-changing and challenging environment, one which requires flexibility and adaptability. However, I enjoy being tasked with a problem and finding a solution, and continuously improving my interpersonal and other skills. Further, having worked on large-scale events and activations with Verve, often as a point-of-contact for the clients, I am trained to service clients’ needs and build lasting relationships, which I believe is inherent in any law firm, but particularly in a commercial law firm such as ByrneWallace. Additionally, I believe teamwork is at the core of any commercial law firm, promoting a high-performance culture. I thoroughly enjoy, not only actively participating as part of a team, but have also shown my ability to lead and assist my teammates in reaching their goals, as well as my own. Whilst an intern at IBM, I was commended for my ability to carry out individual tasks, paying particular attention to my eye for detail.

Further, with a background in both business and law, I have an extensive knowledge in finance, marketing and accounting. Similarly, I have an in-depth knowledge of the law, having studied modules such as; property, employment and company law. I have thoroughly enjoyed both disciplines within my degree, and believe that they have greatly complemented one another, providing me with a platform to expand my knowledge in my chosen field. Drawing attention to tax in particular, I have a keen interest in this area, and hope to also complete my ITI exams after my FE-1s. I am aware ByrneWallace offer a fully integrated tax service providing both advisory and compliance services to their clients. Therefore, I would like the opportunity to train in ByrneWallace as I am aware that trainees have the opportunity to work and learn in the core areas of practice, ensuring they receive a broad range of experience during their two-year training period.

Additionally, the Learning and Development Programme for Trainees appeals to me. I believe the programme will provide me with a platform to gain the necessary experience and expertise through seminars on a variety of legal topics. Further, I appreciate that trainees are assigned a partner in each rotation. This hands on experience working on client cases, under the appropriate supervision, will be critical to my development. It is evident that ByrneWallace invest significantly in their trainees, and I would be grateful for the opportunity to prove myself as a valued employee within the ByrneWallace team.

Thank you for taking the time to review my CV, application and cover letter. Please find my CV attached within my application.

I am currently available for interview; I look forward to hearing from you.

Kind regards,

Rachael Toland-Burke