**Rachel Smyth**

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Dear Human Resources Team,

I am writing to apply to the Trainee Programme at ByrneWallace. I am interested in securing a training contract commencing in 2022.

I am a graduate of Maynooth University where I obtained a second class honours LL.B degree. I have successfully passed two FE1 exams to date and have applied to take two more in November 2020. As you are aware, I am currently employed by ByrneWallace as a Legal Secretary in the Health Services Department of the firm.

I am suited to this role because I have a vast amount of legal experience which I believe I can apply directly to the Trainee Solicitor role. My degree has equipped me with strong legal research skills whilst also enhancing my ability to analyse and think critically. These are skills which will assist me as a Trainee Solicitor, and ultimately as a qualified Solicitor.

In my role as a Legal Secretary in ByrneWallace, I support five Fee Earners including a Partner. I have developed strong multitasking and organisational skills in this role as I have had to manage competing priorities and a heavy workload.

On a daily basis, I draft legal documents to be used in court, including Notices of Application, Orders and Affidavits, thereby demonstrating my strong legal writing skills and attention to detail.

I have legal experience in the State Solicitors Office and have a keen interest in litigation. During my time in this role I was able to experience the culture of a general practice as well as supporting a leading prosecutor. I gained a vast amount of practical experience from this and feel as though this highlights my willingness to challenge myself. Through my role in ByrneWallace, my eyes have been opened to areas of the law I had not previously considered and I am certain that, within the wide range of practice areas in the firm, I could find a niche area I would enjoy working in post-qualification.

I greatly enjoy the sense of trust and responsibility that working in ByrneWallace has given me. I have a high level of attention to detail which is essential as documentation I prepare is used in Wardship Applications before the President of the High Court on a regular basis. This has provided me with a great sense of achievement. Completing these tasks has given me first-hand experience of the work of a Trainee Solicitor is asked to do and I have excelled in many aspects of my work. I have also learned to be an effective communicator, through my correspondence with various firms and individuals on behalf of the fee earners I work with and also through liaising with An Garda Siochana in my previous role. I have excellent interpersonal skills and believe that ByrneWallace has further advanced my communication skills due to the firm’s strong focus on its relationship with clients and business development.

The Trainee Programme at ByrneWallace appeals to me as it would provide an unparalleled learning experience. To have the opportunity of working alongside some of the best legal minds in Ireland would greatly assist in my professional progression and growth. I am fortunate to have seen directly how professional the firm and the people working within it are. It is clear that the firm’s culture is one which is very much grounded on teamwork and passion for excellence which greatly appeals to me.

Working as a Trainee Solicitor, particularly in ByrneWallace, would allow me the opportunity to work on complex and high profile cases. I have seen how trainee solicitors in the firm are encouraged to progress and learn new skills.

To conclude, a traineeship is what I have been working towards through my years of legal study, and now five years of working as a Legal Secretary. I am an FE1 candidate, thereby demonstrating my commitment to this career path. As my legal work experience demonstrates, I am reliable, self-motivated and hard working. I also value and understand the importance of working collaboratively with my colleagues. I am a well-rounded candidate with the requisite experience, willingness and drive to excel at this opportunity.

The Trainee Programme in ByrneWallace would be an amazing starting point in reaching my goal of becoming a solicitor. I know I can make a valuable contribution as a ByrneWallace trainee if given the opportunity.

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

Yours sincerely,

Rachel Smyth