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Ciara Loftus

HR Manager

ByrneWallace

88 Harcourt Street, Dublin 2

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Dear Ms. Loftus,

My name is Rachel Burke and I am a final year Business and Law student at University College Dublin, aiming to graduate with a first-class honours degree. I am very interested in a position in the Byrne Wallace Trainee Programme commencing in 2022.

There are a number of reasons which have attracted me to the Byrne Wallace Programme, in particular, the firm’s stated commitment to a progressive and innovative approach to client services. This is demonstrated by the Chambers Europe Ireland Client Service Award 2017 and the Law Awards Excellence in Client Service Award 2017 awarded to the firm in recognition of its integrity and excellence. Byrne Wallace is a leading Irish law firm which prides itself on a collection of expert lawyers with a widely recognised reputation, built on the foundations of high levels of knowledge and service delivery in both business and legal matters.

My dual degree, combining both business and the law, has and continues to prepare me for a career in Byrne Wallace. Given its heavy workloads, I have gained great exposure to a competitive and high-pressured environment, one which has demanded the delivery of innovative approaches to problem-solving often as part of a team. Through numerous legal and business orientated projects and presentations, I have developed strong reading, writing, presentation and analytical skills. The course has demanded strategic thinking and responsiveness to tasks in a quick manner, both of which I believe have developed my deadline-driven and persistent work ethic reflected in the continuous improvement in my grades.

I have also developed key teamwork, leadership and interpersonal skills through my involvement in university life outside of academics. I was elected as the Philanthropy Officer to the Commerce and Economics Society for this academic year. In this role, I am responsible for running and engaging in a varied and challenging mix of fundraising and donation events. I earned this position based on my strong relationship building and communication skills. I am also heavily involved in UCD Hockey where I represent the university competing at a high standard every week in the Leinster League’s Division 2 competition and as a committee member of the club. My approachable, personable nature is demonstrated by my involvement in these activities.

Following a competitive application and interview process, I was chosen for a Summer Internship Programme in PwC in June and July 2019. I worked in PwC’s financial services department within the Consultancy Branch where I not only gained great insight into how a large professional service firm operates but was fortunate enough to work with other students from culturally diverse backgrounds. Similar to Byrne Wallace’s commitment to diversity, PwC’s culture fosters an inclusive work environment where diversity is embraced. My work throughout college, as both a retail shop assistant and a hockey coach, have been equally valuable demanding great time management skills and exposing me to the commercial realities of business life. Byrne Wallace’s impressive and wide client list demands exceptionally excellent client collaboration with every interaction.

The area of Byrne Wallace’s work which most interests me is Litigation and Dispute Resolution. My drive to pursue a career in this area was driven by the Summer Internship I took part in at Ronan Daly Jermyn in June 2018. The necessity of protecting, promoting and supporting client’s interests in litigation greatly appeals to me. Given my high level of ambition and real enthusiasm, I believe I would adapt seamlessly to life at Byrne Wallace and prove to be an asset to the firm.

Thank you for your time in considering my application. I look forward to hearing from you.

Kind Regards,

Rachel Burke