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19th October 2017

Crona McLoughlin,

Head of HR,

Byrne Wallace,

88 Harcourt Street,

Dublin 2.

Dear Ms. Crona McLoughlin,

I am writing to apply for the position of trainee solicitor at Byrne Wallace. I am a committed and ambitious individual who consistently strives for quality and excellence in all endeavours, making this opportunity to become a part of a team of highly respected, expert lawyers most appealing to me.

As evident from my Curriculum Vitae, my commitment and dedication along with my thirst for developing further knowledge and legal expertise, has resulted in significant accomplishments including the receival of Bank of Ireland’s Silver Medal for academic achievement. My dedication stems from my drive to achieve what others may perceive as impossible, challenging myself in all aspects of life, from academic aims to fitness and life goals. Working alongside the experienced and highly esteemed team at Byrne Wallace, would provide me with the opportunity to pursue my aim of reaching my full potential as a lawyer and become an integral part of a team who are dedicated to providing expert legal advice. As a business student, I would also bring my business knowledge and commercial awareness to the team; fully grasping and understanding the needs of clients as they face challenges in the fast-paced environment that is the business world.

Not only are Byrne Wallace known for recruiting the most talented individuals, but they are also known for providing these aspiring lawyers with the opportunities and support they need to become an important part of the team. As an ambitious individual with clear career goals and a drive to become an outstanding lawyer, Byrne Wallace’s emphasis on the importance of their employees in very important to me.

The culture and values of the firm are also very appealing, given the emphasis on team work and collaboration and the friendly and collegial atmosphere that is fostered in the company. Byrne Wallace’s beliefs and values are not merely present on paper or mentioned in passing, but are manifested in the form of a clear atmosphere of collaboration and excellence that can be felt immediately upon arrival at their offices. While visiting Byrne Wallace for interview in January 2017 and attending the open evening just this week, I had the opportunity to experience this atmosphere and culture and was therefore very disappointed when, due to prior commitments, I was unable to accept the position offered. As an individual who has been described as friendly and approachable by both customers and work colleagues on numerous occasions, and having worked as part of a team in a busy restaurant for five years, this culture of collaboration is very much suited to me.

During the Open Evening, I was also delighted to hear about the various activities Byrne Wallace employees have the chance to get involved in such as the firm’s choir, tag rugby tournaments and also CSR initiatives. Having thoroughly enjoyed volunteering in the community while at school and continuing to enjoy my involvement in various activities and fundraisers to date, the opportunity for employees to get involved in this way is an aspect of life at Byrne Wallace I would really enjoy.

As seen in my work experience, I have been an employee of my current employer for the past five years where I was promoted at an exceptionally young age. I have also returned to Clarke Jeffers & Co. Solicitors upon invite on numerous occasions. Not only does this portray my commitment, but also the value my employers place on me in their businesses. I am confident that Byrne Wallace would also perceive me in such a light; a valuable and dedicated worker consistently striving for excellence and contributing to the success of the company.

Yours sincerely,

*Rachel Coyle*