20th September 2022

To whom it may concern,

I am writing to apply for a position as a trainee solicitor at Byrne Wallace LLP Solicitors. I believe that my knowledge, skills, and experience are a perfect match for this position. I am certain that I have the necessary analytical, communication and people skills to work successfully as a legal trainee solicitor within this law firm. I believe a legal career is varied and challenging and that my skills would enable me to have a successful career. Through past work experiences, I have developed teamwork skills with an excellent attention to detail, which is beneficial for a career in the legal field.

I am currently working as a Public Policy and Law Enforcement Regulatory intern at a social media platform, Aaqua BV. I am also completing a general LLM at Queen Mary University of London. I am interested in learning from a full-service corporate firm and am keen to assist in any way I can. As Byrne Wallace LLP are experienced in a wide range of practice areas, I believe that working for the company would provide me with the experience needed to excel as a solicitor.

I believe that over the last number of years I have shown myself to be a self-starter, with initiative, focus, drive, and determination to succeed. Throughout my experience of working in a tech start-up, innovative solutions were necessary when faced with complicated circumstances. I am hoping to gain legal experience with a team of such stature, that delivers innovative legal solutions for clients.

As noted above, I am a current Master’s student at Queen Mary University of London and will graduate from my LLM in August 2022. I am a motivated and proactive graduate of National University of Ireland, Galway. I obtained a high 2:1 postgraduate degree in LL. B in 2019. In September 2018 I completed my undergraduate degree in Bachelor of Arts where I also obtained a high 2.1 degree. My main area of study in my undergraduate degree was Legal Science, with Sociology, Political Science and History.

Having completed my postgraduate degree, I embarked upon a summer (legal) internship where I learned a great deal about the inner workings of a law practice, which has broadened my expertise in legal research. Following this, I began working as a Legal Assistant/ Paralegal in a busy legal practice. This experience has allowed me to understand the day-to-day requirements and challenges of a busy legal practice and allowed me to expand my organisational and analytical skills.

My interest in law grew through exposure to legal modules as an undergraduate, as part of my arts degree. I explored further study in law, completed my LL. B, and have passed all 8 FE-1 Law Society of Ireland exams.

As you will see from my CV, I have experience in areas which are critical to function effectively as a legal trainee solicitor within your framework including the undertaking of legal research. I have excellent oral and written communication skills.

I became aware of this opportunity through your company website. I would be delighted to interview with this firm as a trainee solicitor and can assure you of my enthusiasm and energy were I to be successful in this application.

I look forward to hearing from you and can be contacted anytime on my mobile or by email.

Yours sincerely,

Rachel Dinneen.