Byrne Wallace,  
88 Harcourt Street,

Dublin,  
D02 DK18,

Ireland.

To whom it may concern, 27th October 2020

I graduated this year from my law degree at Trinity College Dublin and I am writing to apply for the traineeship programme at Byrne Wallace. I was immediately attracted to this programme as would provide me with the opportunity to work in a team which takes on complex challenges and finds practical, commercial solutions to legal problems.

I was eager to apply to Byrne Wallace mainly due to its reputation as a firm which understands business and advises on a wide range of commercial and corporate transactions. I have always had a passion for business; from studying economics in secondary school to enjoying financial services law as a module in college. Having worked in a number of businesses as a salesperson, I know I like understanding what drives a business, how a business works and what it’s trying to achieve. My interest in business means I know I would enjoy relating a client’s legal dilemmas to the financial market.

I was pleased to secure an internship at Grant Thornton in July of this year, as a member of their Audit and Assurance department. While the internship was unable to run in its original format, thankfully it was able to be conducted online. I quickly adapted to remote working and developed the self-discipline and communication skills necessary to excel in an online working environment. One of the highlights of my experience was being able to collaborate with a team to present a project on the banking sector via Microsoft Teams. I employed the skills I had acquired during an earlier training session in how to effectively communicate online. In August 2020 I passed the EU law FE1 exam and I am due to sit the remainder this year. In a time of uncertainty due to the Covid 19 pandemic, I am grateful that I have been able to take advantage of an internship opportunity and also use this time to study and further my goal of becoming a solicitor.

In May 2019 I interned at MacGuill & Company Solicitors, which is an international law firm based in Ireland. My role involved participating in client interviews and appearing in court with solicitors. I became familiar with the procedures of both the civil and criminal courts. Being a member of a professional legal team and interacting with clients was invaluable in developing my interpersonal skills. I was expected to meet deadlines, contribute ideas and be meticulous in my work; skills which would be extremely beneficial to an intern at Byrne Wallace.

My work experience in a number of customer service industries has demonstrated that I enjoy working in teams in a fast-paced, dynamic environment. Working under pressure has taught me how to coordinate with and rely on other colleagues, while also using my own initiative. During my time working in Vancouver, I was able to adapt quickly to working in an unfamiliar environment with a new group of colleagues. I have also enjoyed collaborating with others in my role as a Student2Student mentor in college and as a Peer Mediator. My ability to communicate in an efficient, professional manner with team members and colleagues stems from these roles. The focus on teamwork at Byrne Wallace is a value I personally share with the firm. Moreover, the strong sense of community and reputation for empowering and mentoring trainees is extremely attractive to me. I know I would excel in a work environment which has a focus on learning and personal development.

I believe that my previous legal experience, strong academic background and passion for collaborating with others, will enable me to be a valuable member of your team of trainees and hope I will have the opportunity to interview with you. Thank you in advance for your time and consideration.

Sincerely,

Rebecca McNamee