

Rian Lacey

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September 04, 2022

Dear Sir/Madam

Thank you for considering my application to the 2023 traineeship programme at Byrne Wallace Solicitors.

I am an enthusiastic, hardworking and conscientious law graduate. I graduated from Dublin City University with a Bachelor of Civil Law (BCL, 2H1, 2019) and Master of Laws (LLM, 1H1, 2020), and now wish to progress my ambition to qualify as a solicitor, specialising in the area of corporate and commercial law. I have successfully passed all Law Society of Ireland FE1 entrance examinations on my first attempt.

I have 5 years' experience in commercial retail which has developed my skills in team leadership and customer service while working in a demanding, target-focused and lean retail environment. I have further honed these skills in my current employment as a Funds Company Secretarial Assistant at Dillon Eustace LLP, which has given me exposure to, and allowed me to thrive, in a collaborative, fast paced legal & corporate governance environment at a large law firm. This role has given me a wide and varied experience in a funds corporate governance environment. My experience includes the arrangement and coordination of board meetings and annual general meetings, including preparation of agendas, board papers, and follow up on action points. Additionally, I have gained experience in the preparation of comprehensive minutes of meetings and Director's written resolutions, and the maintenance of company statutory books, registers, company seals & authorised signatory lists. I am also responsible for the preparation and filing of all statutory returns with the Companies Registration Office & Central Bank of Ireland. All of this work is conducted independently on my own initiative, with minimal oversight. I have also gained previous experience in purely legal based roles, including intern roles at Beauchamps Solicitors and Denis I. Finn Solicitors. Therefore, I believe this skill set would represent an ideal addition to your firm as I seek to transition from a corporate governance role to the role of trainee solicitor.

I have attached my CV for your consideration and review. I sincerely appreciate your time and consideration of my application. Should you wish to contact me, I am available by phone at 0851737791 or by email, at rian.lacey2@mail.dcu.ie.

Sincerely,

Rian Lacey

YOUR NAME