1 Pearse Square,

Pearse Street,

Dublin 2.

22 October 2015

Ms. Sinead Fox,

HR Administrator,

Byrne Wallace,

87-88 Harcourt Street,

Dublin 2.

Re: Traineeship Programme

Dear Ms. Fox,

I would like to apply for the traineeship position with Byrne Wallace, a position that I am very interested in given my academic and employment history. In addition to a legal academic background, I have completed the FE1s and worked as a paralegal with D. McAvin & Co. Solicitors. Furthermore, in November, 2014, after a rigorous application process involving presentation of an academic paper and an interview before a High Court judge and senior civil servants, I was among the top ten applicants selected for the position of judicial assistant to a judge of the High Court. Since I started I have been assigned to the Honourable Mr. Justice Haughton of the Commercial Court.

This latter role in particular has provided me with an invaluable insight into the workings of the challenging commercial legal sphere. It has allowed me the opportunity to see and learn from great practitioners at work on both sides of the bench. The unique role encompasses a variety of duties including providing assistance in the drafting and editing of judgments, conducting legal research, acting as liaison between judges and parties’ legal representation in addition to ensuring the smooth running of court proceedings. The fast paced work environment and the skills required to complete my tasks make me a most suitable candidate for the traineeship.

Byrne Wallace is one of Ireland’s leading corporate firms, evident from its enviable client base which includes CRH and the highly complex transactions it has been involved in such as advising on IBRC’s Project Evergreen loan sale. Considering the broad array of practice areas the firm operates in, the firm’s excellent traineeship programme and after carefully reading the trainee and solicitor profiles from Byrne Wallace’s brochure, it is clear to me that the firm is the ideal place to begin my career as a commercial solicitor.

Please find enclosed a copy of my CV demonstrating to you that I have the capabilities necessary to become part of your firm. I am available for interview at your discretion. If you require any further information in the interim please do not hesitate to contact me.

Yours sincerely,

Richard Smith