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Ref: Trainee Solicitor Programme

Dear Colleague,

My name is Ríonach Duffy, I am currently a Legal Intern with Compton Solicitors, seeking a training contract with your firm to progress to the next stage of becoming a fully qualified solicitor. I am an ideal candidate for this opportunity, clear not only through my academic and vocational achievements to date, but as a result of my continuous thirst to develop my legal expertise. As requested, please find enclosed a detailed CV.

Throughout my academic career, I have acquitted myself very well from achieving 1st place in A-Level Music at Thornhill College, to accomplishing first-class honours during my studies at college in Legal Philosophy, Administrative Law, Legislation and Regulation, Financial Services Law, Company Law and Emergency Law. As such, this demonstrates both my diligence and scholar. I have taken these skills across the pond with me, pushing myself out of my comfort zone, by refining my legal education at Notre Dame Law School, USA. In doing so, during my third year of college, I efficiently adapted to studying in a post-graduate programme with competitive and trying assessment methods, maintaining my GPA. On foot of my academic history, I believe that I can fulfil the traineeship with equal success.

Aside from my qualifications, I have undertaken legal work experience in both law firms and consultancy agencies, fuelling my interest in pursuing a legal career. By engaging in tasks like the drafting, reviewing, and negotiating of leases, legal research, preparing settlement orders and counsel/internal briefings, I have gained an insight into the delivering of legal services within a company similar to that of yours. With this proficiency, I wish to approach a traineeship within your firm with the same determination, tenacity, and organisation, as demonstrated in my career achievements to date.

In Trinity College, I was heavily involved in student welfare, overseeing the wellbeing of 80 residents in student accommodation. I used my role to be an advocate for increased awareness in sexual consent and the homelessness crisis. Through being a voice for change in my community, I reflect the values that strike the heart of ByrneWallace’ corporate social responsibility initiative; therefore, I would be a fantastic representative for your firm in the Trainee Solicitor Programme. In being an active person, I love trying new sports and pushing myself out of my comfort zone. During the first lockdown I took up running as a hobby and since then I have improved tremendously. Excitingly, I am training to run a half-marathon for a local charity where I am from in Derry. If I am lucky enough to be chosen as a trainee solicitor for ByrneWallace, I hope to take part in your Calcutta Run or the Mark Pollack Run in the Dark.

However, due to ByrneWallace’ exceptional status as Ireland’s largest full-service law firm, delivering quality legal work and my research in uncovering outstanding testimony from previous trainees, I became immediately invested in your programme. From ING Bank to Lidl, the quality and diversity of your clients is second to none. The firm could offer me exposure to transactions across a multiplicity of fields that would be unmatched by other recruiters. Similarly, ByrneWallace’ dedication and commitment to professional growth is of immense value to a recent graduate in my position and furthermore the prospect would present a great pipeline for future employment opportunities, with your firm.

Thank you for taking the time to read this letter, I look forward to hearing from you.

Yours faithfully,

Ríonach Duffy