17 Woodbine House

 Stillorgan Road, Donnybrook

 Dublin 4

20th October, 2017

Byrne Wallace,

88 Harcourt Street,

 Dublin 2

Hello,

I would like to apply for the position of a trainee lawyer as advertised on Byrne Wallace’s website. I pursued my LL.M in Intellectual Property & Information Technology from the University College Dublin and scored 2.89. I did my BA.LLB from Bharati Vidyapeeth Deemed University, Pune, India in the year 2016 and was the University topper. I enclose a copy of my CV for your attention.

As traineeship serves as a good medium to gain practical knowledge in the real world, that is what made to apply for the said programme. In Dublin, I interned as a researcher on dog safety in a moving vehicle under Kelly Burke.I acted as a UCD conference student representative for the 108th Annual Conference of the Society of Legal Scholars whereby I provided intern and technical support for the plenary panel sessions. I had earlier worked with two of the renowned law firms of Delhi, State Commissions (Government of Delhi), District Courts and Delhi High Court which helped me in enhancing my legal research and writing skills. I was also successful in getting four job offers from the State commissions and law firms in India.

At present, I am the youth ambassador from Ireland for the ONE campaign. I represented Ireland at the ONE Summit held in Brussels and received the youth ambassador award. I am also working as a Care Assistant with Home Care Plus. I was the part of literacy team at the Sunbeam House Services. I volunteered for the summer independence training programme organized by the Spina Bifida Hydrocephalus Ireland whereby I worked alongside the nursing staffs and OTs for the promotion of independence skills amongst the teenagers with Spina Bifida and/ or Hydrocephalus. I also completed the person and inanimate handling skill course organized by SBHI.And, as a group leader for the Senior Summer Project at Ozanam House, SVP, I supervised and supported the team in various in/out-door activities. I completed the Child Protection Awareness Programme delivered by SVP. I was the part of event management team and was assigned an ambassador role for Fingal Volunteer Centre and Event Volunteers. I have also worked on ‘The Lean Canvas Business Model’, EHS website with Ms. Saoirse Sheridan, the founder of the Elder Home Share.I had also worked as a Brand Sales Consultant for Electric Ireland. I did volunteer for national charities such as Aphasia Ireland, Barnardos, OCF, Pieta House and The Alzheimer Society of Ireland. All these volunteering activities actually helped me out in improving my communication skills (verbal and non- verbal) and IT skills.

I am keen to apply for the traineeship programme with Byrne Wallace because it is one of the most ambitious and leading firm. The quality of work is what makes the company to stand out from others. “In order to become a lion, one must train with lions.” I want to develop a strong base for my career so working in a right place and with right people is what made me to apply for the traineeship programme.

I look forward hearing from you.

Yours Sincerely,

Riya Gulati