

To whom it may concern,

I am interested in attaining a training contract at ByrneWallace as I believe it is an organisation within which I will find the best opportunities to develop my career, through intensive hands-on experience and access to some of Ireland's most notable legal minds.

I graduated from UCD with a Business and Law degree in 2017, where I achieved second-class honours with a 3.32 GPA. My route to law has been in no way conventional, as my resume will attest. I pursued a career in marketing upon graduating and subsequently worked for a procurement company. However, my focus is now entirely concentrated on a career in law. I have passed all 8 FE-1 examinations, over two sittings. I secured the position of Legal Review Analyst within A&L Goodbody in June of this year, where I am currently still employed.

My decision to pursue a career in law has come about through a combination of post-graduate experiences and retrospective consideration. I decided upon a degree in Business and Law after having taken a great deal of interest in the subject of business when repeating my Leaving Certificate. As such, I had always approached my third level education from the perspective that it would lead to a career in the field of business. The law side of my degree was something I saw as a distinguishing factor that would set me apart from other business graduates. My written and communication skills, alongside my creative capabilities, lead me to decide upon a career in marketing.

Looking back on my time in university, I can honestly say that throughout my four years, I engaged with my law modules more so than any of the business modules. They allowed me to fully exercise my written capabilities, as well as my interpretational and problem-solving skills. My post-graduate experiences have confirmed to me that I am most interested in the subject matter of law and that my skills and abilities align best with a career in such a discipline.

Despite my post-graduate decision, I still believe I have acquired valuable experience in ways that are directly transferable to the position of a solicitor. My time as account manager involved a great deal of communication, not only with each client but with countless intermediaries. I would manage more than 70/80 emails on a day to day basis and conduct numerous video conferences. As field sales auditor with First Choice Purchasing I would meet clients face to face every day, so strong verbal communication skills were paramount in establishing immediate and long-lasting relationships. As such, you can be confident in my capacity to communicate across different channels and directly with clients.

In managing upward of 9 separate clients at Circulate, the position entailed a large amount of multi-tasking to adhere to different schedules, project deadlines, and client demands. The position also required strong attention to detail as I was publishing written content on behalf of each client that would reach audiences consisting of millions of readers. A large part of my duties at First Choice Purchasing entailed collecting and recording data, and any mistake in detail in regards to price, pack size, or quantity would throw off an entire audit. Thus, I am

experienced in working within positions that are highly detail-oriented, and I would bring to the role a great deal of experience in this regard.

As a Legal Review Analyst at A&L Goodbody, I have experience working with software programmes such as RelativityOne, High Q and Bundledocs. My responsibilities to date have included redacting third party and commercially sensitive information from documents, reviewing documents under discovery for significant cases and preparing electronic briefs. More recently I have also been assisting in pro bono work for Afghanistani refugees in regards to visa applications. My time at ALG has exposed me to the day to day demands of a legal practice, the importance of privilege and security, the processes involved in preparing a case to go to court, and the importance of cross-functional communication and cooperation.

As far as being a team player, I have played team sports from a very early age, something which has taught me the valuable skills of accountability, communication, and leadership. In an academic setting, I was part of an award-winning team at university, having finished 1st place in an industry simulation conducted over several weeks. I was very involved in this success, having formulated the pricing strategy for my team's organisation. Additionally, a considerable amount of my business modules were graded based on group assignments, so I have a lot of experience working within a team environment.

I would welcome the opportunity to speak further with you about my qualifications and how I can contribute to the firm's success. Thank you for your consideration.

Kind Regards,
Robert Jolley