Dear Sir or Madam,

I am writing to apply for a place on the Trainee Programme at Byrne Wallace; an exceptional firm which I feel will best enable me to further my legal career.

I have just completed a degree in Law and Irish in University College Cork. Throughout my degree I have become firmly interested in Corporate Law, as reflected by my final year elective module choices, including Company Law, Equity Law, Employment Law and Financial Services. I have earned a high 2.1 degree (67.8%), including 71% result in Employment Law.

I have significant experience in law firms. I currently work as a paralegal in a firm in which I interned last year, Ennis and Associates. I have also interned in Dillon Eustace and A&L Goodbody, where I won best Summer Intern presentation and was awarded for my Case Summary. This acknowledgement of my communication, research and legal writing skills has encouraged me in my pursuit of qualification.

One of the most appealing attributes of Byrne Wallace is the esteem in which it is held. I believe I would fit in well among your team. I was selected by UCC for a placement in the Attorney General’s Office, where I further honed my legal research and writing skills. I am confident that the quality of my work reflects the standards you would expect of a Byrne Wallace trainee.

Particularly in relation to Employment Law, Byrne Wallace is clearly a market leader. I have consistently proven myself to be a natural leader. I have twice been elected Class Representative in UCC, an indicator of the quality of my advocacy work. I was also elected Head Girl of my secondary school, Chairperson of my student council and captain of the school’s debating team, all in my sixth year. I have successfully prioritised, delegated and achieved in a number of areas, as indicated by my award for Outstanding Contribution to School Life and high Leaving Certification grades also achieved that year.

I note that Byrne Wallace’s client portfolio includes international clients. I have completed international work experience in London and the US. I was selected by UCC for an exchange to Montana, US, including an internship in a Federal Court. I gained intensive litigation experience, which would serve me well in a litigation rotation. I also worked for three years in London in an International Camp, being promoted to manager in my third year. My customer service skills are proven by my centre receiving the most positive feedback from clients that summer.

I would be delighted if you might consider me for this position.

Kind Regards,

Ruth Heenan