7 October 2021

Dear Ms Murray,

**Re: ByrneWallace LLP  Traineeship Programme**

I hope this finds you well. My name is Ruth O’ Hanlon. I am a Law with Philosophy graduate  from University College Dublin, currently employed as a Legal Contracts Analyst by Indeed Operations Ireland Ltd. I am greatly interested in the Traineeship Programme at ByrneWallace and believe that my skills and experience to date make me a potential candidate for your  firm.

ByrneWallace is a dynamic law firm renowned for its excellent client service and the expertise of its solicitors. It is also highly regarded in a range of sectors of which I have particular interest in, such as employment, banking and health services. The firm had caught my attention even before I attended your Trainee Insights Webinar and upon hearing about the firm’s collaborative approach, with decency and courtesy as the focal points for all interactions, I knew that ByrneWallace was a team I wanted to be a part of.

Having worked in a myriad of organisations, I  thoroughly enjoy working with clients and stakeholders to address specific needs. For me there is nothing  more rewarding than seeing a solution you devised making an impact in real time; from the wording of a contract clause, to finding a missing saucepan that completes a set. As a firm that  places client needs at the centre of your business, a career with ByrneWallace would allow me to continue to do this in a more impactful manner.

I am a flexible and adaptable individual. While working in demanding legal positions  I completed all eight FE-1 examinations; and I worked part-time during the duration of my  undergraduate degree. I am accustomed to working on numerous projects, with various stakeholders and demands; including drafting standard employment agreements in new  jurisdictions; creating a Code of Conduct; reduction in force exercises and large DSARs. My organisational skills are  demonstrated by the myriad of demands I have effectively managed; consistently meeting deadlines and maintaining a high standard of work.

Further, having worked in house I am familiar with client demands and needs. I can  anticipate the concerns of potential clients and recognise the importance of ensuring they are  kept updated at all stages. The significance of building rapport among stakeholders cannot be understated; and is vital when working on complex projects, such as managing multi-jurisdictional transfers of employment. This business acumen would make me a strong asset  to ByrneWallace as a trainee, particularly as the role of the solicitor is increasingly that of  a business advisor to commercial clients.

I hope you will consider my application. I look forward to hearing from you.

Yours sincerely,

Ruth O Hanlon