

S A R A O ' S U L L I V A N

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Sir/Madam,

Thank you for the opportunity to apply for the Traineeship programme at Byrne Wallace. After reviewing your Traineeship programme, it is clear you are looking for a candidate who is hardworking and dedicated to working within a commercial law firm. Given these requirements, I am certain that I have the necessary skills to successfully join your team as a trainee and perform above expectations.

I am a hard-working recent college graduate (2.1, BCL Law and Business) from Maynooth University. Soon after I graduated from Maynooth University I had the privilege of working for McDowell Purcell Solicitors as a banking and litigation paralegal, where I learned valuable professional skills such as brief building, case management, and legal research and writing. In both my academic and professional life, I consistently work to high standards and achieved excellent results in both academic and professional assignments.

Whether working on academic, extracurricular or professional projects, I apply proven teamwork, planning and analytical skills, which I hope to demonstrate and develop as a trainee in your firm.

I have passed five FE1 examinations: Company law, Law of Tort, Property law, Contract law and Constitutional law. I await the results of my remaining exams in the coming weeks. I hope to have my FE1s completed in time to begin the traineeship in September 2019.

From review of your firm's website it is clear that the firm is continuously progressing and excelling in the legal sector. I was particularly driven to apply to your firm due to the array of ACQ5 awards received this year. This highlights the high standard of work that is produced across the firm and I would be privileged to have the opportunity to work alongside some of the main personnel in these departments. Not only did the individual departments excel this year, but it is evident that the firm itself is ensuring that the clients are being catered for and this is seen by the Excellence in Client Service award 2018. Beyond the firm itself, it is clear that Byrne Wallace takes the area of Corporate Social Responsibility (CSR) seriously and ensures that they bring about the maximum benefits to the wider community. It is particularly appealing that the firm encourages their staff to view all as equal by taking part in working placements from St John of God as well as working with the Special Olympics which I have also been involved with. Another aspect of your firm that encouraged me to apply to your Trainee programme is the international links that the firm has locally, regionally and nationally. I would be interested in gaining experience with this diverse work and learning new skills and developing my expertise in the legal sector.

Finally I have recently began working in the Public and Regulatory department in McDowell Purcell Solicitors particularly working in the Medical department which I have found a new interest in, given that Byrne Wallace is ranked as a top tier firm for Healthcare law by Legal 500 I look forward to possibly working within this department and gaining a full appreciation for the area.

After reviewing my application, I hope you will agree that I am the type of competent and competitive candidate that you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organisation. Please contact me at (085) 236 666 or via email at saraosullivan1@gmail.com to arrange a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Kind Regards,

Sara O'Sullivan