

Sarah Mullen-Rackow
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Sandycove,
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Beth Onslow,
HR Administrator,
ByrneWallace,
88 Harcourt Street,
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19 October 2017

TRAINEESHIP

Dear Ms. Onslow,

I am writing to you to express my interest in joining the Bryne Wallace team as a trainee. From my background in academia and my experience working in law firms, I am confident that my legal knowledge and work ethic would be a good fit for your firm.

I have now sat and passed six Fe-1s first time and awaiting results on the last two, which I sat in October. I also have a 2:1 MPhil and BA from Trinity College Dublin and have a Graduate Diploma in Law from BPP, Bristol. Having completed the Fe-1 process, I have shown my commitment to a legal career.

As illustrated by my Curriculum Vitae, I have a solid grounding in the practical application of law from working in various legal departments. I have experience in property, family law, tax, childcare law and commercial law from working in different firms namely W & E Bradshaw Solicitors and Byrne Wallace. I have experience in writing legal documents and letters. I am also accustomed to dealing with client queries quickly and efficiently and to handle any issues in a professional and courteous manner.

An example was when I was working in the Tax Department of ByrneWallace. The team was struggling to acquire the relevant information from a court, which was causing delays and I took it upon myself to pursue the issue and I gained direct access to speak to one of the managers. I was able not only to get the information required but our case was forwarded to the top of the list and we obtained what we needed in a faster time than the team had anticipated.

From academia, especially in my MPhil, I excelled in looking at documents analytically. In my thesis, I demonstrated that I can think clearly and concisely as I postulated a theory until then that had not been studied at great length.

Through my extra-curricular activities, I have shown leadership and a focus on the needs of the clients. One example is acting as Quiz Master for an RNLI fundraising event since 2011 and another subsequently. In this role, I have to consider the audience and tailor the quiz towards them, just as a solicitor needs to do for any client. As a result of my level of commitment and focus on the specific requirements of each annual event, it has successfully become both a popular social outing and increased the amount of funds raised. The vital skills necessary to execute this are transferable to the legal world and further demonstrate that I am great fit for your firm.

In addition to the attributes outlined above I also grew up in a multilingual household and thus, I can bring an awareness of diverse cultures to an international business. Given the opportunity, I would be delighted to continue to develop my legal career within your firm. I would bring all the above transferable skills and more to Bryne Wallace to maintain the firm's excellent reputation with its clients. Most importantly, having worked in ByrneWallace, I come from a place of certainty in knowing that I want to obtain this traineeship with you.

Yours sincerely,

Sarah Mullen-Rackow