

# Sarah Barry

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**Ciara Loftus**  
**HR Department**  
**ByrneWallace LLP**  
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## RE: Application for Trainee Solicitor Programme

Dear Ciara,

I am writing to you to express my interest in being considered for the ByrneWallace LLP Trainee Solicitor Programme.

I am currently a company secretarial administrator in Kerry Group plc. In my current role, I am engaged in a project, and, monthly filings with the CRO, which requires me to have maximum attention detail, which I have demonstrated to date. During my time as a paralegal with ByrneWallace, I played a vital role of providing support to the Insolvency Department by completing tasks such as preparing Title documentation to be sent out to clients, drafting legal documentation and end of month billing, all completed in an efficient and timely manner. I worked as a legal secretary in a busy general practice in Tralee, where I communicated with clients, prepared briefs and drafted legal documentation, including Wills and Contracts for Sale. I also have experience in working with legal and financial documentation, gained through working as a legal data analyst for KPMG.

I graduated in 2020 with a 2.1 Bachelor of Civil Law Degree and graduated in 2021 with a first class honours Masters of International Commercial Law, LLM Degree. Having both of these degrees, coupled with my array of legal work experience, I believe this would allow me to be a good fit for ByrneWallace as a trainee. I believe what sets me apart from other candidates is that I know what is expected of a ByrneWallace trainee. I want to receive the exceptional mentorship, and trainee feedback that I have seen first-hand. I can communicate in a clear and concise manner, but importantly, I am also a good listener. I am also capable of working to my own initiative, which is an important skill to have as a solicitor.

I enjoyed seeing the social aspect of life at ByrneWallace. I want to work for a firm who puts time and effort into their employee's wellbeing and interests, like the summer barbeque, Christmas party, and weeks committed to health and wellness. This clearly shows that ByrneWallace has mastered the work-life balance.

I have begun my FE1 journey and hope to have all my FE1s completed by next year. I hope that you can see from the above and my CV that I am competent, dedicated, organised and a well-suited candidate for ByrneWallace.

Yours sincerely,

Sarah Barry.