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18/02/2022

ByrneWallace LLP,

Dublin.

Dear Hiring Manager,

I am applying for the Byrne Wallace Traineeship Programme 2023. I am a recent graduate law student from Dublin City University with a final grade of an upper 2.1, ranking 7th overall in my class. I am currently working as a Paralegal in the firm and have found myself gravitated towards the firm in terms of where I want to train as a solicitor.

I am applying for this role because of my keen interest in working in a commercial law firm. Upon completing the ByrneWallace Summer Internship Programme this year, my interest has grown immensely, and I would love the opportunity to train as a solicitor in ByrneWallace. ByrneWallace is an incredible company to work for; the work culture and environment is extremely welcoming and there is an emphasis on the importance of asking questions and for guidance in your work. Working within a full service commercial law firm is appealing to me because I will be given so many opportunities to learn from those above me and there will be a wider variety of work available to me.

One opportunity that was afforded to me by ByrneWallace was the opportunity to go on secondment to the Residential Tenancies Board for the year. This emphasises to me how many amazing opportunities are present in a big commercial firm such as ByrneWallace. I am grateful for the opportunity to experience this type of work, and it is something that I have found to be very valuable for my career.

A firm’s Corporate Social Responsibility is something that is extremely important to me. ByrneWallace’s dedication to charitable giving and volunteering is something I find extremely impressive about the firm. The firm supports staff volunteerism in a number of ways by hosting in-house fundraising events and even becoming involved in larger events run by charities. This is something that I find attractive about the firm as I believe it is important to give back to the community in any way you can.

I also find the firm’s commitment to being energy efficient extremely refreshing. This aligns with some of my own values of doing my part to protect the planet. Just recently I completed a year of eating a vegetarian diet in order to lower my carbon footprint. The firm’s recent initiatives of recycling 95% of its waste and having waste and food recycling facilities on every floor are very important in the modern day climate crisis. I believe the care ByrneWallace gives to the community and planet as a whole is integral in the firm. Thus, a career in ByrneWallace is something I would love to explore.

The biggest attraction for me, however, is the variety in the work. I love to be challenged at work and to be put in a position where I am constantly able to learn new things. BryneWallace has many areas of practice and thus a broad array of work is available at the firm. I am extremely interested in the extent of the work available in the firm as I am in the early stages of my career and thus want the opportunity to explore many different areas of corporate law. For all the above reasons, I would be thrilled to train as a solicitor in BynreWallace.

I would be a capable candidate in this position for many reasons. Firstly, I have some prior experience working as a legal intern through completing a 10-month internship with Company Bureau Formations. While working there I got to see a wide variety of work and gain valuable experience working as part of a team in a professional legal environment. I also improved my soft skills such as communication and organisation. This can be demonstrated throughout my time on secondment to the RTB in which I have had the opportunity to further develop my communication and organisational skills. My ability to work well under pressure and properly manage my time is another reason why I would be an ideal candidate for this position. This is demonstrated by my ability to balance several commitments, such as volunteering as a Class Representative, being a member of the DCU Law Society’s committee and working part-time in Centra throughout my studies.

Thank you for considering me for this position. I am excited by the opportunity being offered to me. My CV which follows expands further on my key skills, including teamwork and communication and highlights my dedication to a career in corporate law. It also contains a more detailed academic record and prior work experiences which have allowed me to develop my key skills. I look forward to hearing from you.

Yours Faithfully,

Sarah Dixon.