Sarah Dugdale

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Byrne Wallace LLP,

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Dear Human Resource Manager,

My name is Sarah Dugdale and I am writing to you today as I am interested in applying for a position on the Byrne Wallace Trainee Programme for 2025. As I have completed my degree in Business and Law, I begin to think about how I can advance further on a professional level. I believe that the opportunity to grow in Byrne Wallace, which has a market-leading reputation, would be incredible.

I have just finished my first four FE1 examinations and I am awaiting results. I have also completed an undergraduate degree in Business and Law at University College Dublin and have a track record of academic achievement. I graduated with a 2.1 degree. I acted as class representative for the Quinn School Business Forum for the year 2022/2023. As well as this, I have volunteered as an adviser for a Student Legal Service Clinic.

My motivation for applying to Byrne Wallace’s trainee programme is rooted in my admiration for the culture fostered at Byrne Wallace. As one of Ireland’s leading law firms, what sets Byrne Wallace apart from other firms besides its extraordinary reputation in the world of law, is its heavy involvement in employment law, IT law and healthcare and life sciences. Throughout my degree, I have been particularly intrigued, and I have further excelled in modules, such as employment, medical and patent and environmental law. This interest has recently been further developed following my research for the Student Legal Service Journal where I researched and edited articles on the above respective topics.

From speaking with those that have experienced working at Byrne Wallace first-hand, I understand that there is a collective ambition by employees to work together to maintain the firm’s distinguished reputation. People are motivated to work together to ensure that the firm delivers top results consistently.

My background in business and law means that I understand the importance of a multi-disciplinary approach, and I would love to work with a firm that has a vast jurisdictional footprint with offices and connections around the globe. I have a strong ability to identify and solve problems effectively, demonstrated by my participation in the UCD Negotiation Competition. This provided me with first-hand knowledge of the theoretical yet practical aspects of corporate law, which I am fascinated by. These skills will allow me to fit in naturally to your working environment and be an asset to the trainee team.

My varied experience to date has allowed me to develop several transferable skills. One of the most important elements of my work experience to date is that it has provided me with the ability to manage my time efficiently and appropriately prioritise tasks. Working as an intern in Deloitte gave given me hands-on experience in a professional office environment with responsibilities in legal research and collaboration. This experience improved my legal analytical skills and ability to distil knowledge to clients in a transparent manner. My experience with direct customer sales and service has given me a ‘real world’ perspective on building positive client relationships and confidence to maintain lasting customer engagement. I have also developed an ability to work under pressure in a fast-paced environment. My experience so far shows that I am capable of working well in stressful environment.

I continually strive for excellence in my skills development to allow me to achieve my objectives- in particular, my collaborative skills which shine through in team sports, workplace relations and peer group work in college. My CV and application has more details of my work-experience and achievements to date. Thank you for your consideration and time. I look forward to hearing from you and getting the opportunity to speak with you directly.

Yours sincerely,

Sarah Dugdale.