

Sarah Kavanagh
15 Brookwood Road
Artane
Dublin 5
10th October 2020

Ciara Loftus
HR Manager
Byrne Wallace
88 Harcourt Street
Dublin 2

Dear Ms. Loftus,

I am writing to apply to Byrne Wallace for a position on the Trainee Solicitor Programme. The position has attracted my attention as I have gained an insight and keen interest in the world of corporate law through my work experiences to date, and was impressed by the level of diversity and opportunity that a career at the firm represents. Byrne Wallace is clearly an energetic, intellectual and diverse environment, which is exactly the type of law firm I want to work in and feel I could flourish in.

I am a Bachelor of Civil Law graduate of Dublin City University and have recently returned from working and travelling in the United States. I'm now looking to take the next steps in my legal career. The corporate and commercial nature of the firm's work is what attracted me to apply for the position at Byrne Wallace, and my legal studies have given me effective analytical skills that will be useful as a Trainee. Byrne Wallace values gender equality, embraces social change and supports communities across the globe. This is evident in the firm's many Corporate Social Responsibility endeavours. I was a lead volunteer with the Five Lamps Arts Festival for which the core objective was to promote community development and social inclusion through the arts in the north inner-city. Byrne Wallace's investments aiding economic and social issues are of significant interest to me and inspired me to apply to the firm.

My experiences both professionally and through active participation in extracurricular activities have provided me with a number of key skills that I feel make me a strong candidate for this programme. My work experience as an Administrative Assistant for the Dublin Dispute Resolution Centre has provided me with clerical skills that would be useful for a career in law. Moreover, my role as a Partnerships Intern in the United Nations proves that I have experience working under pressure in a team environment, which is something all Byrne Wallace employees require. My experiences with A&L Goodbody and as an intern for Barron Morris Solicitors have advanced my ability to find rapid, effective and efficient solutions to problems. While I believe I have the skills to contribute as a Trainee, I am excited at the opportunity to develop my skills and gain new ones working alongside Ireland's leading lawyers.

As the founder and Chairperson of Dublin City University's Feminist Society I have proved to be an excellent team player and leader. My achievements in on-campus extra-curricular activities demonstrate my capability to take initiative and demonstrate strong organisational skills. Byrne Wallace's success in reaching a 50/50 male to female ratio on the partnerships team shows the firm as a whole consistently appears to be forward thinking and inclusive. The firm is not afraid to go out on their own as it has faith in its ability to innovate. It is this fearlessness that proves Byrne Wallace strives to stay ahead of their competitors and the success of this method is demonstrated by their dominance in the market.

I believe I have the necessary academic and practical skills to meaningfully contribute to the firm as a Trainee. I have attached a copy of my CV. Thank you for considering my application and I look forward to hearing from you.

Yours sincerely,

Sarah Kavanagh