Dear Sir/Madam,

I wish to apply for a position on the Byrne Wallace Trainee Solicitor Programme. It is my ambition to work for a progressive forward thinking law firm that will encourage me to show initiative and give me access to high quality training. Byrne Wallace goes well beyond ticking all of these boxes.

I possess an undergraduate degree in International Business and Japanese, majoring in Law in final year from Dublin City University. In 2014 I was awarded an LL.M from Trinity College Dublin. I recently completed a MOOC in Technology Law from the Law Society of Ireland. In October 2015 I sat my first four FE-1 exams.

You’ll appreciate that securing a training contract is my number one priority at this stage of my professional life and I am prepared to work extremely hard to achieve this goal. Your firm’s open door policy, training seminars and social activities highlight your commitment to developing trainees into successful solicitors.

I enjoy and thrive working as part of a team, however I am confident in both individual and group situations. I am an active person and am involved in many sporting clubs. I have played hockey and tennis from a young age and I enjoy going to the gym. Over the years, I have also been involved in raising money for various charities. At present, I am organising a fundraising event in aid of research for Lyme disease. I admire Byrne Wallace’s Corporate Social Responsibility and would love to become an active volunteer in the firms fundraising endeavours, particularly those in aid of Breast Cancer Ireland.

I enjoy travelling and during my undergraduate degree I studied abroad in Takasaki University of Economics, Japan. This allowed me to explore and adapt to a vastly different culture.

Coming from both a legal and business background I am fully aware of the amount of work and research it takes to be successful and the importance of paying attention to detail in order to provide accurate and specific information and analysis.

I have worked for a wide variety of companies namely O2, Celtic Linen and Arcadia University. I have also gained hands-on experience in a legal environment. I worked in the Wexford Law Centre in 2014. This experience gave me an insight into a busy legal environment. I attended meetings with clients and regularly attended the District and Circuit Court in Wexford.

In April 2015 I worked as a Legal Intern in McDowell Purcell Solicitors. I worked in the property department. A heavy workload in a fast paced environment required excellent organisation, communication and time management skills. I worked on Bank of Ireland receiver files which required creating files using the Key House system, drafting letters, requesting documents and handling deeds. As a team player, I was assigned to various teams in different areas including a wind farm project and refunding of outstanding client balances.

I truly believe I possess the necessary requirements to be considered on the Byrne Wallace Trainee Programme. Please find attached my curriculum vitae. Should you require any further information, please do not hesitate to contact me.

Yours faithfully,

Sarah Maher