**Re: Application for the Byrne Wallace Trainee Solicitor Programme**

Dear Sir/ Madam,

I am writing to you to apply for the 2020 Trainee Solicitor Programme in Byrne Wallace. Currently, I am in the process of preparing for my FE1 examinations, studying to sit four subjects in November. Prior to this, I have completed a BCL in Law and Accounting in Maynooth University and a MSc in Finance in Trinity College Dublin. My pastimes mainly consist of sporting activities where I have had the honour of representing Ireland in World Cup’s in both Tag Rugby and Touch Rugby.

I have chosen to pursue a career in a commercial law firm due to the collaborative and problem solving nature of the profession. The ability to gain a wide knowledge of a variety of topics through the application of law and the legal principles founding these topics have also drawn me to the profession. The ability to assist clients with their queries and the possibility of working with large clients on big transactions excites and motivates me to secure a training contract with Byrne Wallace.

Due to my diverse education, I am interested in the practice areas of Banking and Finance, Commercial, Corporate and M&A, and Real Estate, which Byrne Wallace are well founded in. Transactions within these areas are of great interest to me with particular reference to the recent activity of advising Neuromod Devices Limited in their recent fundraising of equity and venture-debt. Transactions of this nature have incentivised me to pursue a career in law and in particular purse an opportunity with Byrne Wallace.

Gaining experience in both a legal and accounting environment has allowed me to develop both individual and workplace skills. Completing an eleven-week legal internship in 2019 with Eversheds Sutherland gave me my first insight into the internal operations of a commercial law firm. Working in the Corporate Department gave me the opportunity to complete tasks including drafting board minutes and legal memorandums on a variety of areas including powers of attorney and mergers, which improved my legal drafting and research skills. I also traced a company’s unknown share capital history and completed a research memorandum which was used in the preparation for a pitch to a potential client, which allowed me to refine my problem-solving and collaboration skills.

Participating in two accounting internships with PKF O’Connor Leddy & Holmes in 2017 and 2018, further enabled me to learn and develop through working in a professional services firm, gaining analytical and accuracy skills through completing financial statements, which consisted of quantitative and qualitative elements, and audit accounts for clients. I was further tasked with communicating with clients through email and assisting in the tax calculations of backdated foreign income, which granted me an opportunity to improve my professional communication and attention to detail skills.

Additionally, I have worked part-time in two companies, Groupon, an e-commerce marketplace company, and Verve, an event management company, which has allowed me to improve time management and prioritisation skills, as I balance work, education and my extra-curricular activities.

I represented Ireland at the 2018 Tag World Cup in Australia and the 2019 Touch World Cup in Malaysia which are two achievements I am incredibly proud of. I participated in both these tournaments during the final year of my undergraduate degree requiring me to adequately prepare for both the tournaments, and my final examinations. These opportunities allowed me to enhance my time management skills through completing training for both teams while devoting sufficient time towards my studies. Competing at an international level has also taught me the importance of teamwork and clear communication when involved in high pressure situations, something which I value greatly and have strived to continue improving.

I am applying for the Trainee Solicitor Programme with Byrne Wallace due to the firm’s reputation, traineeship structure and market leading practice areas which it holds. Speaking with Phil O’Leary, a current trainee, I was further enticed to apply for the trainee programme as he spoke greatly about the firm and the culture which it promotes, giving specifics about the exposure he has received during his traineeship. Experiencing the importance of collaboration through previous employments, education and sport, I have learnt to work efficiently on a team and value the importance of each role in the completion of a task. With Phil O’Leary highlighting the importance of collaboration within the firm, I feel that these previous experiences will stand to me if given the opportunity to train as a commercial solicitor in Byrne Wallace.

Please find my CV along with this cover letter in fulfilment of my application to the Byrne Wallace Trainee Solicitor Programme. I will be available for interview if you feel it would be of benefit.

Thanking you in anticipation,

Seán Ballance