Byrne Wallace

88 Harcourt Street

Dublin 2

18 October 2018

**Re: Trainee Solicitor Programme Application**

Dear Sirs,

I am writing to express my interest in the Byrne Wallace Trainee Solicitor Programme. I am currently working as a Legal Intern for Sherwin O’Riordan Solicitors as part of the Commercial/Corporate team. I recently sat my eighth and final Fe1 exam in the October 2018 sitting and am awaiting the result of same. I obtained a 2:1 in my undergraduate Bachelor of Civil Law (BCL) degree from Dublin City University before going on to complete a Masters in Law (L.L.M) in University College Dublin where I also graduated with a 2:1 (3.6 GPA).

My time at Sherwin O’Riordan Solicitors has provided me with great experience while working with, and learning from, highly qualified and experienced professionals on a daily basis. In my current role I have worked and advised on a wide variety of matters for clients across the commercial, corporate and banking sphere. These clients range from start-ups to established companies to financial institutions and have provided me with exposure to professionals with an array of experience and knowledge in a multitude of areas. I have a number of responsibilities and these vary on a day-to-day basis. I have gained valuable experience in reviewing and drafting documents, examples of which include company constitutions, shareholders agreements, commercial contracts, security reviews, instruments of appointment of a receiver, among many others. This has allowed me to demonstrate, and further develop, my attention to detail and strong writing skills. My role also regularly involves attending meetings and taking attendance notes on same.

Since commencing work at Sherwin O’Riordan I have assisted and advised on a number of large transactions. My key roles for these transactions were keeping an up to date document agenda, assisting in the drafting and reviewing of transaction documents while also reviewing documentation as part of the due diligence process and completing a due diligence report on same. I also helped to organise execution documents for closing. Following completion I assisted in ensuring that any outstanding items and conditions subsequent were provided as soon as possible and compiled all documentation into a completion bible. I was also responsible for the filing of all relevant forms with the Companies Registration Office.

Your Trainee Solicitor Programme would provide me with excellent experience and opportunities in bringing me a step closer to achieving my career goal. The countless awards that the firm has won over the last number of years and the manner in which the firm has expanded and developed convey that it would be a great place to work to gain the experience needed. The work of the firm to support, protect and promote client and employee interests in the application of expert legal advice is something I would welcome the opportunity to partake in and strive for on a daily basis. The firm’s expertise in an array of legal areas would allow me to develop and broaden my legal and business knowledge and help to ensure a long and successful career as a commercial solicitor.

I am hard-working and dedicated, as evidenced by my strong academic record. I have strong interpersonal skills, developed through previous customer facing roles as a sales assistant and a sales promoter. Through my role at Sherwin O’Riordan and also through internships at the Attorney General’s Office and Ibec, I have improved my time management, organisational and problem-solving skills, which are essential to a successful career in the legal profession. I work well in teams and have excellent leadership skills, as demonstrated by my roles as school prefect and team captain in a variety of sports. My strong academic record and success in the work experience that I have completed to date make me an excellent candidate for this position. I would welcome the opportunity to meet with you and should you require any further information please do not hesitate in contacting me on 0873935833 or at [seanforsyth94@hotmail.com](https://mail.beauchamps.ie/owa/redir.aspx?REF=FgPjXzzPof7LZe0HMS3o7lgQf7vW4io8ZEa7mccJrL-s7DMwFDXWCAFtYWlsdG86c2VhbmZvcnN5dGg5NEBob3RtYWlsLmNvbQ..).

I hope that you will consider my application and I look forward to hearing from you.

Yours faithfully,

Sean Forsyth