

ByrneWallace
88 Harcourt Street
Saint Kevin's
Dublin 2.

21st October 2020

Ref: Trainee Recruitment 2021

Dear Hiring Manager,

I read with interest that the ByrneWallace are recruiting for their Trainee Programme. Please accept this letter, online application and CV as application for the Trainee role as advertised on your website.

By way of background I am a graduate from the University of Limerick. I was awarded a 2.1 LLB in August 2017 and I have successfully completed the FE1 in October 2018.

In my role as a Legal Clerk in the litigation team in An Post Solicitor's Office, I act as a legal case handler on matters relating to defendant personal injury litigation, data protection litigation, employment litigation and District Court debt recovery. I am also responsible for managing the TV Licence prosecutions and appeals for the Dublin area. This would include lodging case files with the District Court Clerk, registering and serving summons, maintaining large excel sheets, attending court with counsel and dealing with respondents and their lawyers.

I previously worked as a Paralegal in the Legal Aid Board, where I assisted a team of solicitors that provided legal services under the Civil Legal Aid Act. I garnered experience with debt and insolvency files and with family law matters such as custody and access, maintenance, judicial separation, divorce and childcare matters.

I previously worked as an Executive Officer in the Transformation Department of the Central Statistics Office. I worked with commercial contracts and on compliance matters relating to public procurement and data protection. This experience allowed for collaboration with statisticians from various departments procuring technology solutions to conduct their statistical pilot projects.

In college I successfully completed a six-month legal placement in general practice. I held the position as a Paralegal and worked on criminal defendant litigation files. I was tasked with drafting letters, researching legislation and case law, preparing briefs for counsel and reviewing large volumes of State evidence in preparation for trial. Working as a paralegal developed my knowledge of operations and business of the District and Circuit courts.

I have developed skills stemming from my education and work experience to include:

- (i) Good teamwork skills.
- (ii) A good technical ability to research law from many sources.
- (iii) A strong application of critical thought and analysis in order to comprehend legislation, case law and case facts.
- (iv) Good people skills and an ability to make efforts to build good relationships with clients and colleagues.
- (v) Effective and timely communication.
- (vi) A good drafting ability.
- (vii) Ability to maintain good relationships with barristers and have good follow measures when matters that are due.
- (viii) An ability to break down problems and to form logical conclusions. In a general sense, studying law and working on legal files has helped me to develop a methodical approach to a situation or legal issue by breaking the problem into segments and addressing the important points, applying the relevant law and drawing conclusions thereafter. It has also certainly enhanced my ability to research, compile information, reference sources and present information.

- (ix) An ability to carry out instruction dutifully.
- (x) An ability to manage multiple files where documents are uploaded correctly and accurately for ease of future use and reference.
- (xi) An ability to measure and prioritise assigned tasks ensuring that deadlines are met and to ensure enough time is allocated for the various tasks in order to deliver a quality end result.

I believe these skills are essential for a trainee wishing to become a successful lawyer and I would hope to build on the skills mentioned above if the opportunity to train with ByrneWallace presents itself.

I welcome the opportunity to interview.

Thank you for considering my application.

Yours faithfully,

Seán Kennedy
