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Byrne Wallace
88 Harcourt Street,
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Re: Traineeship Application

Dear Sir/Madam,

My name is Shane Higgins and I am contacting you to express my interest in interviewing for the trainee solicitor programme at Byrne Wallace. Please allow me to briefly detail why I believe I am a suitable candidate for this programme.

I completed my Bachelor's degree in Corporate Law at NUI Galway in 2012, achieving a 2.1 degree. This degree programme gave me an excellent foundation in law as it applies to various commercial environments. I studied business focused law subjects such as; Contract Law, Company Law, Intellectual Property Law, Information Technology Law and Commercial Law. These modules were accompanied by a number of purely business courses such as; Management Accounting, Economics, Business Finance, Management of Organisational Change and Global Marketing. It was in my final year of study in this Degree programme where I encountered the topics which were of most interest to me, namely: Information Technology Law and Intellectual Property Law. As a result of studying these modules, I decided to pursue a Masters' programme in Law, Technology & Governance at NUI Galway.

In 2013, I graduated from my Masters Programme with a 2.1. Some of the modules covered in this programme were; Communication Law, Internet Torts and Internet Regulation and Governance. I had a particular interest, at this time, in how employee usage of new communication technologies was affecting their employment. As such, my thesis was entitled "Privacy Invasion or Legitimate Monitoring: Striking a Balance in the Use of Communication Technologies in the Workplace". I achieved a grade of 67% for my thesis.

After finishing my Masters programme in 2013, I wanted to gain some professional experience before I started to make the move toward pursuing my ambition to be a solicitor. Therefore, the graduate programme at ION Trading Ireland Limited greatly appealed to me. From meeting with various people who worked in the office, I knew that I would gain excellent commercial exposure and a lot of experience in dealing with legal issues due to the close relationship between the wider sales management team and the in-house legal team. It was also communicated to me at this point that ION would be willing to facilitate my pursuit of a career in law when it came to the point that I would be making this move. This was the deciding factor in choosing ION as the starting point for my

professional career. A number of graduate level employees had also used their time in the ION legal department to gain valuable commercial legal experience before pursuing traineeships at Irish law firms. It was my aim to follow this model and gain as much commercial and legal experience as I could, before sitting the FE1s and pursuing a traineeship

I began working at ION in March 2014 in the graduate rotation scheme. My first rotation was in the Revenue Collections and Reporting Team (March 2014 – January 2015). In short, my duties included; managing debtors, providing weekly debtor status reports to executive management, handling contractual disputes holding up the release of long-outstanding debt and contract termination disputes. This role required me to work very closely with our team of in-house lawyers to manage these disputes.

My second rotation in the graduate rotation scheme was in the Sales and Contract Management team (January 2015 - November 2015). This role enabled me to work closely with executive level management such as the Global Head of Sales and Marketing and CEOs of the divisional companies within the ION Group. My role was focused on closing new business with new and existing customers. I was heavily involved in RFP response packages where I worked with lawyers and executive-level sales staff. Together with our in-house team of lawyers we conducted reviews on all existing customer contracts and used sales opportunities to introduce our group standard contractual terms and conditions to legacy customer agreements.

I began my third rotation at ION in the legal department in November 2015. I am currently working in the employment legal with two senior group lawyers. My day-to-day duties include; drafting NDAs, drafting contracts of employment, dealing with disciplinary issues and reviewing company policies such as IT usage policy, access policies and email policies. Having just returned to work from sitting four FE1s, I am now in the process of transitioning to a role as a more commercially focused legal executive within the legal department. I will work alongside several solicitors in reviewing and preparing software licenses agreements, consultancy agreements and non-disclosure agreements. I will also be involved in due diligence, termination disputes and discovery for ongoing and upcoming litigation.

I would regard myself as a very outgoing, social and friendly person. At ION, I established a seven-a-side football team (the "ION Escalators") in 2014, who having gained a well-deserved promotion in 2015, now play in top division of the Inter7s league in Sandymount. I'm still responsible for the team; arranging payments, registering players with the league administrators and organising for the team to attend events hosted by the league administrators. The team is a great way for people to socialise with each other outside of the office and often to leads to a beer or two after a particularly hard fought win!

I like to travel as much as I can. I spent a summer in America working in restaurants in Ocean City, Maryland and then travelled the east coast with my friends. This year, we went to France and rented a campervan to follow the Boys in Green around the country during a very exciting Euro 2016 campaign.

My hobbies are generally sporty in nature. I like to run as much as I can and play football socially as much as possible. Although my fitness has slipped a little throughout the weeks leading up and during the FE1s, I like to regard myself as a fit and healthy person!

I would very much appreciate if you could contact me to speak about this programme. I feel that my education and experience to date makes me a suitable candidate for the programme. I am confident that I can bring energy, enthusiasm and experience to the role.

Best regards,
Shane Higgins

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