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19 October 2017

Byrne Wallace  
88 Harcourt Street  
Dublin 2

**RE: Application for consideration for the Trainee Solicitor Programme**

Dear Sir/Madam,

I write to put forward my application to the Byrne Wallace Trainee Solicitor Programme. Enclosed, please find a copy of my CV.

To introduce myself, my name is Shane Higgins. You will see from my enclosed CV that I have an academic background in commercially focused law and that I have three and a half years professional experience. For two of those years, I have worked in purely legal roles. Firstly, in an employment legal role and secondly in the commercial legal team focusing on customer and supplier matters and company secretarial duties.

My ambition is to be a corporate solicitor with an international focus. I think that my professional experience to date has given me an excellent grounding to pursue this ambition. The communication skills that I have developed in my career to date will be a great benefit in the Trainee Solicitor Programme. I speak with customers daily on contract negotiations, up-sales and disputes. I am well versed in presenting written communications to senior management to facilitate decision making and presenting our standard contractual approach to customers. I am experienced in meeting deadlines and handling high volume workload. I have developed SLAs for my current team for turnaround of requests such as licence agreement reviews, services order form and NDAs. This helps manage internal client expectations, sales pipeline and customer expectations. I am a team player. This ranges from implementing peer reviews for quality management, to deadline management for projects. I am currently the most experienced legal analyst on my team and I mentor new joiners and prepare training materials for the team. In their first few months, I act as an intermediary between new joiners and our solicitors so that there is a level of consistency to the material that the solicitors review.

I want to train at Byrne Wallace for many reasons. Firstly, I believe that to become an accomplished corporate solicitor, it is important to train at a top-tier law firm. Byrne Wallace's reputation speaks for itself. The firm was voted Irish law Firm of the Year in 2016 and was awarded the Ireland Client Service Award for 2017 by Chambers Europe. The firm was ranked amongst Ireland's Top 10 Legal Advisers for 2016. As an ambitious candidate for a career in corporate law, getting the opportunity to work in such a prestigious M&A department would be a fantastic opportunity. I'm very interested to get experience in M&A work. I have been involved in due diligence and acquisition onboarding projects in my current role. I would relish the opportunity to get involved in these types of projects in an advisory capacity.

Byrne Wallace's Employment Team has a sterling reputation in Ireland. The team was named Employment Law Team of the Year at the Irish Law Awards in 2015. As mentioned above, I have a year's experience working on employment law matters. This ranged from contract and NDA drafting to redundancy initiatives, data protection matters and employee conduct issues. I would be very interested to do a rotation in the Employment Team at Byrne Wallace in the Trainee Solicitor Programme. This would be a fantastic opportunity to build on the experience that I have already gained at ION.

Unfortunately, I could not make it to the firm's opening evening this year due to work commitments. I did, however, get the opportunity to attend last year. I was really impressed at the open plan layout of the office and the ethos that senior associates and partners are always approachable for coaching at the firm. I think that this represents a fantastic opportunity for training and development for trainees. It was very clear to me that the trainees who attended from Byrne Wallace had a very good relationship with senior management, and this is something that encouraged me to apply again this year.

Moving away from my career ambitions, I am a very social and outgoing person. I have managed a company subsidised 7-a-side football team at ION for the past three years. I organise fixtures and company subsidisation. Having won a tournament during the summer, we are representing Ireland at a tournament in Madrid on the 21<sup>st</sup> of October. Outside of sport and fitness, travelling is a passion of mine. In 2012, I spent the summer working in a beach club and restaurant in Ocean City, Maryland. We then travelled along the east coast of America. In summer 2016, my friends and I rented a campervan in Paris and followed the Ireland around France at Euro 2016. I spent 3 weeks travelling around Thailand in July 2017. Travelling is important to me because it gives me a chance to recharge my batteries, take my mind off work and to see and experience different cultures. If I were to be successful in my application to the Trainee Solicitor Programme at Byrne Wallace, I would take spend a couple of months between leaving my current position and joining the Byrne Wallace team to do some travelling in South America.

At this point, I'd like to conclude my brief introduction. I would be very grateful for the opportunity to come and interview at the firm in person to speak more about my experience, my ambition and why I can be a great addition to the Byrne Wallace team.

I look forward to further correspondence and I would like to take this opportunity to thank you for taking the time to consider my application.

Yours Faithfully,  
Shane Higgins