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Ciara Loftus,
Human Resources,
Byrne Wallace LLP,
88 Harcourt Street
Dublin 2

Dear Ciara,

I am writing to apply for a Training Contract for this September, as advertised on your website. As a first-class honours Civil Law graduate, I have had an interest in law from a young age and I am currently working as a float paralegal within the firm. I am motivated, hard working and always carry out my work to the highest standard for the benefit of the company, as well as the client. I possess all of the key skills outlined in the job description and I think this makes me a great fit for the role. I am a fast learner and very adaptable, so I will have no problem switching between practice areas when required to do so.

I have only spent a short 2 months working as a float paralegal in ByrneWallace, but I have loved every minute of the fast-paced environment so far. I think the position of float really suited me as I was very unsure as to what areas of law would suit me best, and what areas I would like to specialise in. Moving around the departments, particularly Employment, Health Services and Corporate, has given me a great insight as to the different work each department carries out, and the different ways in which this work is carried out. Each department has their own, unique way of working and this is what I love about being a float. I am learning much more than I would be had I been situated in one department only and I think this is setting me up well for a traineeship here in the firm. I will be familiar not only with the different areas of work and the different systems, but also the different people in each department. Starting a traineeship in a big firm can most definitely be daunting, and having met so many friendly faces already will no doubt be a big help as I switch between my rotations. I am also very familiar with all of the ByrneWallace systems so I would not need any new training on these.

I also believe my undergraduate degree and my previous role as a legal assistant are well suited to the role of trainee within Byrne Wallace.

My college experience has provided me with a critical and analytical mindset, excellent attention to detail skills and a keen interest in problem solving. Certain elective modules I have studied such as Family Law and Labour Law, which I thoroughly enjoyed and performed well in, demonstrate my interest in these areas and I have enjoyed delving into these areas as a float. Group projects and tutorial work have also contributed to my teamwork skills.

I spent eight months on work placement in a legal firm in Galway, and I have also spent nine months working in a busy, fast paced legal practice in my hometown. In both offices, I have gained considerable, hands-on experience in the practical aspect of the legal world, which has been supplemented by my studies in college. I carried out a variety of important tasks on a daily basis, as can be seen from my curriculum vitae, which have given me an exceptional insight as to the level of professionalism and ethics that is required in any legal firm, be it small or large. I always enjoy meeting and forming relationships with new clients as well as communicating with other professionals in the area. I have learned how to empathize with, listen to and build a relationship of trust and confidence with clients, ensuring at all times to do my best for them. I have already carried out many of the responsibilities of a typical trainee and hence believe I will adapt to the role very fast.

I would like to thank you for taking the time to read my cover letter and curriculum vitae. I have all 8 of my FE1 examinations completed and I am ready to take on a more hands-on, challenging role as a trainee. I am excited to gain more exposure in the legal world and would appreciate the opportunity to be invited for an interview to discuss my application further.

Kindest Regards,
Shauna Farrell