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Ms Beth Onslow  
HR Administrator  
Byrne Wallace  
88 Harcourt Street,  
Dublin 2.

Dear Ms Onslow,

**Re: Traineeship Programme.**

My name is Shona Bolger and I am writing to apply for a position as a Trainee with Byrne Wallace. I have recently graduated University College Dublin with a 2.1 in a Bachelors of Civil Law European Degree. I have experience working in an office environment for A&L Goodbody and Intellect Medical. I am hoping to secure a Training contract in a highly respected and progressive firm such as Byrne Wallace.

I aspire to work with your firm for a number of reasons. Firstly, Byrne Wallace comprehensive range of practice areas gives me confidence that I would gain extensive experience during a Traineeship with your firm. The level and quality of learning available during a Traineeship is of extreme importance to me. I believe this is best achieved in a dynamic firm such as Byrne Wallace where trainees are an integral part of the team and where partner accessibility and exposure to hands on experience would prove invaluable to my career. Byrne Wallace is a progressive firm that is renowned for its service excellence having won Law Firm of the Year 2016 and being the only top ten Irish law firm to be awarded Lexcel Accreditation. These achievements make me confident that I will be guaranteed excellent training.

My experience working with various charities has provided me with the skills to excel in a commercial environment. During the summer I travelled to Nicaragua in Central America where I volunteered in a school for disadvantaged children. Before departure I had to raise €2,600, to achieve this target I had to demonstrate effective organisational skills in seeking sponsorship and planning fundraising events. Last year I also took part in the 100minds initiative. 100minds is a non-profit organisation that connects third level students with a chosen children's charity. Each student was given a target of €1,000, I successfully reached this target over Christmas, through a creative and original project. I collected 100 children's toys from family and friends. Then using the power of social media I reached out to people, asking them to sponsor a toy for a child this Christmas. In return for each donation, which went to ISPCC Childline, I donated a toy to Aoibhneas Women and Children Refuge Centre. Through both these projects I developed a solutions-driven attitude towards all kinds of work, learned to think innovatively and to quickly adapt to a new environment.

I spent the third year of my degree studying in Charles University, Prague. This allowed me to develop a more expansive method of learning and exposed me to various international legal systems and cultures, knowledge of which I believe will help me contribute to the multi-jurisdictional business Byrne Wallace is involved in with its links to firms across Europe. Throughout my degree I thoroughly enjoyed subjects such as, Administrative Law, Commercial Law, Employment Law, Dispute Resolution and Intellectual Property Law, knowledge of which I believe would be advantageous to me as a trainee at Byrne Wallace. In particular I have a keen interest in litigation and dispute resolution. This attracts me to Byrne

Wallace due to its experience in this area having won Litigation Case of the Year in 2014. This interest developed during my year abroad where I completed a module on Out of Court Dispute Resolution. I gained experience in this area during my placement in DAC Beachcrofts Litigation Department, where I had the opportunity to witness negotiations between clients. During my time with A&L Goodbody I expanded my experience through my work as an intern where I presented a marketing pitch on behalf of the Litigation Department and participated in negotiation workshops.

I possess the necessary skillset to excel in a commercial setting. Through sports and coaching I have demonstrated excellent teamwork and leadership skills. In college I developed my leadership skills as the Student Union Representative for my class. This role taught me how to act with both competence and poise in professional and social settings. I was a committee member of the International Student Society and an active member of UCD Law Society, UCD Student Legal Service and UCD Volunteers Overseas Society. These commitments taught me how to manage my time accordingly and be extremely analytical. During my time at A&L Goodbody I was exposed to working in a fast paced commercial environment. I developed key administrative, communication and time management skills. Attention to detail and organisational skills were of paramount importance in my position as a part-time secretary for Intellect Medical. While working for Ted Baker I responded well to authority and was introduced me to an environment where customer care was vital to reaching daily sales targets. I understand the importance of team work and having the ability to take initiative. These skills will assist me in contributing to the progressive and forward thinking ethos of Byrne Wallace

I believe I have demonstrated the drive, commitment and enthusiasm you are looking for. Thank you for your time and consideration, I look forward to hearing from you.

Yours sincerely,

Shona Bolger.