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Dear Sir or Madam

**Re: Graduate Traineeship Programme**

In response to the graduate trainee position as advertised on your website, I have completed an application form for your consideration. I am currently a final year Law with Philosophy student at University College Dublin. I expect to graduate in 2017 with a 2.1 predicted result.

ByrneWallace appeals to me because of their conscientious attitude towards the quality of their work, as evidenced by their award for Law Firm of the year 2016. I have always been attracted to the work of a lawyer and I did an internship during the summer at Dechert which gave me an invaluable insight into the world of a law firm. I like ByrneWallace’s progressive attitude and their openness to technological advancements in the market. I know that commercial awareness goes beyond reading the Financial Times but applying your knowledge to real life issues. This involves innovative thinking which I believe I possess, and continuous drive to achieve a competitive upper hand in the market.

The fact that ByrneWallace is the first large law firm in Ireland to be certified for ISO 27001 by Certification Ireland proves to me that the firm values client data protection. An EU-US privacy shield is so important to ensure international best practice. I studied the area of cybercrime while I was at Uppsala University and I know that clients will soon be demanding accreditations such as ISO 27001 and ByrneWallace is displaying excellence here in catering for the needs of their clients. This is very attractive to me and it is something I would like to be a part of and learn about. I also embrace technology and I possess IT skills and I am Microsoft Office, Excel and Powerpoint proficient due to attaining my European Computer Driving Licence. I had the ability to use CRM software at Dechert and I had an active role in updating the system and the information regarding contacts on behalf of the partners. I also take part in the Letter of 1916 project where we have to source and translate letters from that period using a special online code in order to create an archive of letters which can be studied for historical purposes.

Having studied abroad in Uppsala Sweden for a semester last year, I met many people and have friends from all around the world. The fact that ByrneWallace conducts business on both a national and international basis appeals to me because of this. I have good interpersonal kills and I know how to cultivate, build and maintain relationships with people and I am respectful of different cultures and nationalities. International relations are so important to Irish firms as Ireland can anticipate changes based on other countries and observe how they deal with commercial issues. I also have great negotiation skills and co-ordinating art exhibitions at a gallery and making sales allowed me to display this.

In my spare time, I enjoy music and I am able to play piano and guitar, at a grade 7 and grade 5 level respectively. I attended ballet classes for 13 years so I like to maintain my level of flexibility with both yoga and dance classes at the UCD gym. I trained and ran at the SSE Airtricity half marathon in September and this was a huge personal achievement for me, as I have only recently taken up running. I am actively involved in charity organisations such as Irish Cancer Society and Age Action Ireland. During a recent bucket collect for Age Action Ireland, I worked as part of a team of about 6 people in Tesco Waterford Ardkeen but there were around 200 people who took part around the country. Our team managed to raise €406.76 which was a great achievement over a few hours. The overall total figure was just under €15,000 and it was considered a great success.

I would be available for interview in October and November and available for work after I graduate in 2018. I plan on sitting the FE1’s in early 2018. I look forward to hearing from you.

Yours faithfully,

Sinead Byrne