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19/10/2015

Sinead Fox

HR Administrator

ByrneWallace

88 Harcourt Street,

Dublin 2

Dear Ms Fox,

**Re: Traineeship Programme, ByrneWallace.**

Please accept this letter, the accompanying resume and my academic transcript as application for the traineeship programme as advertised on the ByrneWallace website.

I graduated from University College of Dublin in 2011 with an Honours Bachelor degree in Civil Law. I have since completed 8 Law Society of Ireland FE-1 examinations and have gained valuable experience working as a legal intern and paralegal/law clerk. Having completed my FE-1 examinations, I took the opportunity to spend some time traveling and I am currently residing in Melbourne, Australia. I am due to return to Dublin in November and will be available for interviews from 9 November 2015 onwards. It is my intention to secure a training contract with your firm, with a view to commencing PPC1 in September 2016.

I am currently working as a law clerk/paralegal within the Banking and Finance department, of Gadens Lawyers in Melbourne, Australia. The firm was recently named “Law Firm of the Year” at the 2014 Australian Banking and Finance Awards. This role has greatly developed my research, drafting and analytical skills and in addition, my knowledge of relevant debt recovery and insolvency law. The position requires autonomous management of a large number of complex files while maintaining a successful working relationship with one of the firm’s major clients. The role places great importance on professional conduct and consistently presenting yourself in a manner which is in line with the repuation of the firm.

I am keenly interested in securing a training contract withyour firm. ByrneWallace is recognised as a leading law firm in Ireland in the area of Banking and Finance and Capital Markets, which greatly appeals to me. I hope to gain further experience in these areas of law, and I am keen to complete a part-time Advanced Diploma in Investment and Capital Markets prior to commencing PPC1 in September 2016. ByrneWallace is consistently advising on high profile corporate transactions and I believe I have the necessary skill-set required to assist on such matters, namely strong teamwork, interpersonal and organisational skills.

I have researched several traineeship programmes and I was struck by the collegiate atmosphere of ByrneWallace. It is clear that the general culture of the firm is one of support, centred on the professional and personal development of it’s trainees. I am a member of the Gadens Lawyers Health and Wellness Committee which organises tag rugby, corporate cycles and marathons for it’s employees. I place great importance on health, fitness and mindfulness and I am keen to work with a firm such as ByrneWallace which promotes this career-life balance.

I have researched several traineeship programmes and I was struck by the collegiate atmosphere of ByrneWallace, when compared with other law firms. It is clear that the general culture of the firm is one of support, focusing on professional development of it’s trainees. Education is at the centre of the firm’s work ethic, evident in the open door policy adopted by the firm. I place great importance on workplace relations and believe that the foundations of a successful law firm are elements of collegiality and teamwork. During my time working with Bank of Ireland Group Legal Services, I worked closely with a team of solicitors and acquired an understanding of a fast paced workday and the need for a quick turnaround of documents.

I hope, not only to secure a training contract with ByrneWallace, but rather to build a long-term career with the firm. I consider the high retention of newly qualified solicitors, to be an extremely attractive element of ByrneWallace. I want to work with a progressive firm, which is experiencing continued strong growth in key practice areas. Furthermore, ByrneWallace is recognised on an international stage and applies the most rigorous practice standards, having been awarded the Lexcel accrediatation.

I have attached my resume for your consideration and I welcome the opportunity to discuss my experience and candidacy in further detail. Thank you for taking the time to review my application and I look forward to hearing from you.

Yours sincerely,

Sinéad Flanagan.