Ciara Loftus,

HR Manager,

Byrne Wallace LLP,

88 Harcourt Street,

Dublin 2.

30th September 2022

Traineeship Application

Dear Ms Loftus,

I am a final year Law and Legal French (BCL) student in University of Galway, and am recently finished studying in Toulouse on my Erasmus year. I am applying to your firm’s Traineeship Programme. I am excited about the opportunity of working with your firm. My goal is to train through first-hand experience with your leading team of lawyers, working with your national and international clients.

I am a strong student and this can be seen through my grades where I have consistently achieved a 2:1, with high results (1:1) in my Legal French studies, Moot Court, and Company law too. My strong grades in Moot Court and Company law are advantageous as skills acquired will be helpful in a large corporate firm environment. My active participation in LawSoc has allowed me to become more aware of the firms in Ireland and Byrne Wallace really stood out to me as being the most progressive and modern of the firms. Being Vice Auditor of the Law Society at University of Galway this year has allowed me to remain actively involved in student life whilst focusing on my studies.

I am keen to progress in my career and Byrne Wallace’s unique developmental training methods stand out for me. I have previously gained experienced working as a summer intern with RDJ LLP, Philip Lee LLP, and McCann FitzGerald.

This summer I worked from mid-June until end August, between the Litigation team in RDJ LLP, and the corporate insolvency team in Philip Lee. I learned how to draft briefs, how to issue documents in the Central Office and Aras Ui Dhalaigh, at the Four Courts. I also learned how to write using organised concise prose and how to enhance my written and verbal communication skills. I also gained experience working with highly skilled people in the legal professional environment. As I was often the most junior member of my team I witnessed, almost daily how to delegate, communicate effectively and see leadership in action.

In the summer of 2020 I was assigned to the Competition law team in McCann FitzGerald during and my duties included preparing a client memorandum on *‘the role of a chairperson’*, which was shared with my team and then circulated to a client of the firm. My tasks also involved attending daily team meetings and being assigned legal research tasks on various competition law issues. I also participated in group projects and received training on time management, ensuring quality standards and maximising team work skills. I acted as a leader in my group projects, organising meetings and delegating the workflow. In this team environment, we had to research, develop and pitch a legal technology concept to a panel of partners.

From my three internship roles I have learned manage how better manage the challenges of effective communications and how to ensure that I how managed my time and my tasks, to deliver the required product. I also improved on my document review skills, learning how to do this task quickly and effectively, but always maintaining high quality standards. If selected as a trainee by Byrne Wallace, I will bring these skills your training programme.

Through sport I have learned the importance of performance, responsiveness and partnership. I have also learned the benefits of working in a team to achieve wider goals, and the importance of also encouraging talent and innovation. This is evident in my work experience in 2018 with Morgan Stanley in London, when I won a spot on their coveted programme for emerging young women considering a career in the FS sector. This experience has stood with me and allowed confidence to grow and to comfortably take on leadership roles, when the opportunity presents and working in a team environment. My leadership skills are also evident on the sports field where I my school hockey team for my last three years in three successive finals.

I also have a strong creative streak which motivates me, giving me (I believe) a competitive edge to find innovative and creative solutions. As a fluent French speaker I have found a University degree that allows me to develop my existing language and other skills in tandem. If selected, I will bring my creativity and innovation to your firm.

I very much want to work in Byrne Wallace, and would be delighted to attend for interview, at your convenience, in person, or remotely.

Yours sincerely,

Sophie McEvoy