8 Greenfield Park

Ballycullen Road

Firhouse

Dublin 24

Byrne Wallace

77-78 Harcourt Street

Dublin 2

Dear Sir/Madam

I am very excited to be applying for the position of Trainee Solicitor within your firm which I saw advertised on the your website.  I have undertaken and passed all of the FE1s.

I am currently working in Eversheds as part of the mortgage enforcement team. My duties include drafting of civil bills and affidavits, issuing correspondence including demand letters, dealing with incoming post and the filing of court documents. The role allows me to gain experience in working as part of a team as well as on my own initiative.

In 2012 I worked as a legal intern within the Department of Tourism, Transport and Sport dealing with internal legal queries from various divisions within the department.  I also gained experience in analysing legislation and responding to such queries.  I worked in a team contributing to discussions on a number of projects.  My primary responsibility was researching and drafting aviation safety regulations which involved a detailed analysis EU and international aviation law.

I wish to work for Byrne Wallace because I believe that I can make a meaningful contribution to your firm, working with a team towards a common goal while also being capable of working independently   I feel this opportunity will allow me to use and develop my skills in different ways and the chance to experience working in such a prestigious law firm would be invaluable.  The areas of practice within your firm also interest me, particularly EU law and Litigation, and I feel that working for you would allow me to grow, learn in different areas and develop my skills.

Yours faithfully

Sophie Ryan