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Byrne Wallace  
88 Harcourt Street  
Dublin 2

8 October 2023

Application for Trainee Solicitor Programme

Dear Sir/Madam,

I'd like to apply for the 2024 Trainee Solicitor Programme at Byrne Wallace. I am a UCD graduate with a Bachelor's degree in English and Philosophy and a Master's Degree in Common Law. I recently passed all eight FE-1 examinations and am eager to begin my legal career as a trainee at Byrne Wallace.

I have consolidated my studies in law with experience at two prominent law firms. As a Legal Review Analyst at A&L Goodbody, I honed my skills in client communications, legal discovery, indexing, and keyword tagging. I managed data protection compliance activities and made effective use of Microsoft 365 and legal document management applications RelativityOne and FileSite. I worked to tight deadlines and contributed to large-scale reviews. Notably, I took on the role of coordinating data subject access requests for a multinational client, demonstrating strong organizational abilities, meticulous attention to detail, and effective client communication to consistently deliver high-quality work to the client's satisfaction. Additionally, I completed a summer internship at McDowell Purcell (now Fieldfisher) during my undergraduate years. This invaluable experience exposed me to court hearings and archiving, solidifying my interest in pursuing a career as a solicitor.

I have worked in various sectors, particularly in customer-facing roles, which I believe has developed my ability to communicate effectively, be attentive to clients' needs, collaborate effectively in teams, demonstrate initiative, and efficiently deliver high standards of service.

I am particularly drawn to Byrne Wallace because of its diverse practice areas and significant involvement in the health and social care sector. I am particularly interested in the latter practice areas and would welcome the opportunity to gain hands-on experience in these fields and in other legal practices at your firm. I firmly believe that my skills and interests align well with the ethos and professional practices at Byrne Wallace. I would very much appreciate the opportunity to contribute my dedication and enthusiasm to your team.

Please see the details of my career history, education and skills in my curriculum vitae included in my online submission.

Thank you for considering my application. I look forward to hearing from you soon.

Yours sincerely,

Stephanie Ní Oisín