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23rd October 2015

**RE: Application for Trainee Solicitor Program**

Dear Sir/Madam,

I wish to apply for a position on the Trainee Solicitor Program with ByrneWallace. I feel that I am an ideal candidate for the program as I am diligent, highly motivated and willing to progress and learn.

ByrneWallace strives to maintain a standard of excellence for its clients as is reflected in its obtaining the Lexcel accreditation. I have the necessary experience and skills to work as a Trainee Solicitor in this environment and to meet this high standard. I graduated with a 2.1 Honours Degree in Law from Trinity College Dublin. I enjoyed studying a wide variety of topics and thus the rotation aspect of this Trainee Program appeals to me. I currently work as a Legal Executive in ByrneWallace. My accomplishments to date include establishing a database of knowhow material regarding the Companies Act, 2014 and updating and creating precedent documents which comply with the Companies Act, 2014. My research skills, critical analysis skills and attention to detail have developed significantly in this role. Thus I know that working as a Trainee Solicitor with ByrneWallace would provide me with the necessary knowledge and tools to enable me to become an excellent lawyer.

ByrneWallace's progressive attitude and its openness to diversification and change greatly appeals to me. This is reflected in the regular publications on its website which examine important changes in the law and through the ongoing improvements to its branding. I feel that I have the same progressive attitude. This is evident in my tenure in ByrneWallace to date. I was employed initially as a Float Legal Secretary and progressed to the position of Legal Executive. I relished this change in position and I transitioned easily. There is a great deal of variation in the nature of my work as a Legal Executive. My duties can include researching aspects of the Companies Act, sourcing knowhow material or precedents for Fee Earners and filing or archiving bibles of documents. I can manage the varying work load well and these skills would prove invaluable to working as a Trainee Solicitor.

I am very approachable and personable. These traits are highly important in ByrneWallace which places great importance on collaboration and connectedness with clients. I developed these qualities from the age of 15 when I began working in a local supermarket where maintaining good relations with regular customers was of key importance to the business. The importance of fostering a welcoming and friendly attitude was considerably important throughout my time working with ELSA. As ELSA was a new and developing society it was highly important to make students aware of the society and what it had to offer. My contribution to this included leading the Organising Committee for the 2012 Freshers' Week Campaign, promoting ELSA's first International European Human Rights Moot Court Competition of which the TCD team were overall winners and organising ELSA Trinity's first trip abroad to the European Court of Justice in Luxembourg.

I would greatly appreciate the opportunity to partake in the Trainee Program with ByrneWallace. I hope you look favourably on my application.

Yours faithfully,

Stephanie Greenan