

To Whom it May Concern,

I am delighted to attach my CV and application for the Trainee Opportunity.

I believe the information below outlines my skills, relevant experience and convey my genuine interest and rationale in applying for this opportunity:

**Relevant legal experience** –Currently I work for Mason Hayes and Curran as a Legal Assistant within the Healthcare/ General Litigation Department. This role has given me an invaluable and comprehensive insight into the workings of a large full service law firm. I have been involved in a large number of cases and have gained hands-on experience in progressing files, attending court, researching points of law and working as part of team. My ability to learn quickly, my organisational skills and using my own initiative in this high pressured environment has developed greatly in this role.

**Motivation and key personal differentiators** – Embarking on a career in law as a mature student means I have had to manage conflicting priorities between meeting strict deadlines for my studies while continuing to perform at a high level in work. My work in the fashion industry has offered me many valuable and transferable skills such as the ability to work under pressure and effective interpersonal and communication skills. I believe these will serve me well in my future career as a solicitor. Furthermore, through my Diploma in Accountancy and Business I have developed my analytical skills and also my commercial awareness which I believe is key in the legal profession today as it relates to marketing, attracting new clients, negotiating fees and billing.

**Exposure to running Special Projects within a legal setting** – In my current role, together with my Partner, I proposed a system to reduce the amount of paper being used in the Department by putting in place a digitised process to correspond with parties and store information. We launched a system to create electronic briefing and transfer high volumes of records. This established a more effective and efficient method of communicating, enabling us to optimise our business processes with the added benefit of reducing costs such as couriers and printing. The introduction and rolling out of this project illustrates my initiative and also my capacity to follow my proposals through to completion. It also highlights my awareness of the constant evolution in how business is conducted and my resourcefulness to implement change in an effective manner.

**Career plans and Ambitions** –I recently completed a Certificate in Data Protection and greatly enjoyed learning about this evolving area of law. Progressing into a traineeship program is the next logical step for my legal career and will allow me to utilise my skills and experience to add value to your company. The skillsets which I have developed to date, along with my ability to prioritise and time-manage are essential qualities which will enable me to excel within a fast-paced environment such as Byrne Wallace while delivering high quality legal work.

Byrne Wallace appeals to me for a number of reasons. The global presence and size of the firm match my ambition even at this early stage. The quantity and diversity of practice areas in the firm is evident by the different clients represented by Byrne Wallace such as Cosmo Pharmaceuticals Zalondno to their involvement in the Waterford Crystal Pension scheme in Ireland and CJEU. Based on my own research, I believe that Byrne Wallace have always had a strong commitment to quality and excellence which is evident from being the only Irish firm Lexcel accredited and obtaining a Certificate for ISO27001.

Many thanks for your time and consideration in reviewing my application.

Yours Sincerely

Stephanie Whelan