**Stephen Mahon**

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Graduate Recruitment Manager

Byrne Wallace LLP

88 Harcourt Street

Saint Kevin’s

Dublin 2

16 October 2024

Re: Traineeship Programme 2025

Dear Sir/Madam,

I am writing to you in relation to applying for the Dublin Traineeship Programme in 2025. I desire to attain a traineeship at a leading Irish corporate law firm, specifically Byrne Wallace LLP. I believe I have the necessary skills to match the position’s requirements. Please find enclosed a detailed copy of my CV.

Firstly, I will provide a brief introduction. My name is Stephen Mahon. I am a recent graduate of the Bachelor of Civil Law and Business from the University of Galway. Academically, I received an overall grade of 68.6% and I was ranked 6th of 66 students. I also have experience of working on the legal and company secretarial teams of a large multinational company and have attained 3 contract extensions at Diageo. Outside of law, my greatest passion is sport. I play five-a-side soccer weekly and am a keen follower of soccer, rugby and GAA. When I am not working, I relish the opportunity to see one of my beloved teams live. At university, I was the treasurer of the European Law Students Association society, where I organised events and populated accounts. Annually, I raise money for Self-Help Africa through the sale of donated books and toys at my local market.

Law is the career for me. I have excelled at business throughout my life, achieving an H1 in Leaving Certificate Business and receiving firsts in almost all of my business modules. My ideal career would be utilising my business acumen and combining it with my love of law. I enjoyed the theoretical aspects of law at university but practicing it at Diageo has furthered my desire to pursue a career in corporate law. Carrying out tasks such as drafting commercial contracts, researching employment law, and preparing training on anti-trust and competition laws were fascinating to me and are the type that I intend to undertake throughout my career.

There are numerous reasons why I wish to be trainee of Byrne Wallace LLP. Firstly, working within a collaborative, yet highly successful firm is an attractive prospect. Networking and liaising with a significant number of employees would allow me to build strong relationships throughout the firm and to form long-lasting relationships. From the research I have carried out, collegiality and collaboration are genuinely valued throughout the firm and I am positive that I can contribute to these values with my own skillset and personality. As I have set out above, I have a desire to enrich the world in some capacity, as can be seen with my annual charity work. Actively participating in Byrne Wallace’s CSR committee would be a privilege and engaging in initiatives such as ‘Sleep Out’ for Focus Ireland is something that I would be proud to be a part of. My primary motivation is to improve myself in whatever manner I can both personally and professionally. I intend to utilise Byrne Wallace’s renowned training to become the best solicitor that I can be and to grow alongside the firm.

Thank you for taking the time to read my CV and Cover Letter. Working at a reputable law firm is something which I intend to achieve. I would be delighted to be given further consideration for this position and may be contacted by phone or through E-Mail.

Yours sincerely,

Stephen Mahon