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18/10/17

Traineeship Application

Dear Sirs,

I am writing to you to apply for the position of Trainee Solicitor staring in 2019. I am currently a final year Law with Economics student in University College Dublin. I have just returned from Erasmus in the Universitat Pompeu Fabra in Barcelona.

I am very interested in working for Byrne Wallace as the reputation of your training program is excellent. I have spoken to many solicitors and I have heard nothing but excellent reviews. Part of my attraction to your firm is the wide variety of law which you practice. As an economics student, I have always had a keen interest in company law, financial law and banking law. This year I also intend to study commercial law as well as competition law. Over the summer, I gained experience working in the commercial property sector and the nature of the work appealed to me.

I recently attended your open evening on the 17th of October and I have to say that I was so impressed by everyone that I met there. It was really refreshing to have the opportunity to come into your offices and meet with all levels of employees from current trainees all the way up to the managing partner. I really felt like you care about the trainee program and that I would be afforded the opportunity to grow and develop as a solicitor. The concept of a ‘big firm jobs with a small firm feel’ is something that I value and look for in any job.

I believe that I would be an excellent candidate for this program as I am enthusiastic about developing my legal skills and I excel when working as part of a team. During my time working with a solicitor over summer, I learned that attention to detail and clarity are essential skills to have. I gained experience meeting with clients and working in a professional environment. I also gained hands on experience drafting legal documents such as share purchase agreements and land registry forms. I am currently on the committee and acting as treasurer for my hockey club. During this time, I have acquired many skills that help me with administration work. I hope to develop my analytical skills as well as my presentation and communication skills. These are attributes which I think are key to becoming an excellent solicitor.

Being part of a team has always been very important to me whether it be as a professional or as part of a sports team. I have played team sports since I was 6 and I was part of the Irish hockey U21 training panel. Over the course of my playing career I have been the captain for many teams that I played on. I am a firm believer that successful teams all share the same traits; dedication, hard work and respect for your team mates. I have carried these skills over into my professional career.

Prior to going on Erasmus, I worked as a supervisor in a Supervalu Balally part-time while also in college. On a typical day, I would lead a team of seven workers. I always tried to treat my co-workers as team mates rather than a boss would normally treat his workers. This is because we were all working towards the same common goal. Working as a supervisor helped me to develop my professional skill set as I frequently interacted with upper management, sales representatives and most importantly, customers. I hope to further build on these skills while working within your office

Please find attached to this letter my academic results to date.

Yours Sincerely,

Stephen Dawson