20/10/2015 Sundas A. Khan

24 Hayfield,

Model Farm Road,

Cork.

Byrne Wallace,

87-88 Harcourt Street,

Dublin 2,

Dear Sir/Madam,

My name is Sundas Khan and I am a final year BCL Clinical student at University College Cork. I am writing to you to apply for the traineeship program at Byrne Wallace, as advertised on your graduate recruitment website. A copy of my Curriculum Vitae is enclosed.

As a Bachelor of Civil Law (Clinical) student I have always been geared towards a career as a commercial legal practitioner. I maintain a high academic record, performing particularly well in all corporate law based modules. Personally the evolving nature and societal impact of these subjects has always been intriguing. Furthermore I bridged the gap between study and practice during my third year clinical placement. I began my first internship in RDJ as a Legal intern in the Corporate & Commercial Department. I thoroughly enjoyed working at the same level as trainees, assisting solicitors with commercial contract drafting and engaging in loan sale projects. I also presented alongside solicitors and partners at the firm’s winter knowledge seminar. My presentation stemmed from research I undertook concerning jurisdiction clauses in contract law for a client. I approached the presentation from a new angle outlining these clauses’ overall impact in a professional manner and using a more engaging virtual format. I was highly commended for my mature and committed attitude towards my legal tasks.

I underwent my second placement in Ernst & Young (EY) as a tax intern, and through this a more globally focused career path became appealing to me. My role entailed critical work to the organisation such as due diligence tax reporting. The highlight of my experience was being recruited to the Aircraft Leasing Team with EY. I worked well under pressure with my colleagues to ensure compliance work and statutory account preparations for our client were processed. We were ultimately applauded for being the first Aviation Finance Team to meet the client’s tight deadline. My academics and work experience enhanced my flexibility. Furthermore my legal writing and research abilities were further developed, allowing me to research more efficiently and draft in a clear and concise manner. I hope to carry all these skills through to my future career.

In addition to this I understand that working within a team is essential for a trainee. This is something I have substantial previous experience of. I play on my university’s hockey team and am a novice rower. The experience of motivating one another to achieve results is, I believe, very similar to how firms work to acquire solutions. Furthermore I understand the firm engages in a lot of Pro Bono work. This is quite similar to work I underwent voluntarily as part of UCC Free Legal Advice Centre (FLAC) Society. As a member of the UCC FLAC Executive Committee, I organised speakers for various legal seminars and assisted in giving free legal advice to students on property and medical care matters. FLAC has allowed me to hone the abilities of a well-rounded prospective legal practitioner. Overall, following these experiences I definitely believe I adhere to this firm’s culture and values.

To conclude I feel I am a strong ambitious candidate, my commitment to academic learning, previous work experience and my large range of extracurricular activities confirm this. I truly believe I have the intellectual rigour and pro-active abilities to make your firm’s investment in me worthwhile. Therefore I hope you will consider me for this opportunity. I look forward to hearing from you.

Yours sincerely,

Sundas A. Khan

(BCLC)