Apt 22 Hybreasal House

SCR, Kilmainham

Dublin 8

Ms Sinead Fox,

HR Administrator,

Byrne Wallace,

87-88 Harcourt Street,

Dublin 2.

18th October 2015

Dear Ms Fox,

I wish to be considered for the trainee solicitor position with Byrne Wallace. I attained a BCL from University College Cork, a LLM in Human Rights Law from Queens University Belfast and have successfully completed all eight FE-1 examinations. At present I am undertaking a Professional Diploma in Business with Dublin Business School which is serving to formalise and reinforce my work experience to date.

For over eight years I have represented and advocated on behalf of a diverse range of clients and interest groups in the NGO sector, amassing significant experience working alongside various public bodies. I have held my current post as Volunteer Manager with Ruhama for five years which involves the line management of fifty individuals, responsibility for service delivery and strategic planning. During my tenure I have facilitated a continual growth in services, overseeing as much as a sevenfold increase in certain areas. Additionally, I am currently a member of the Board of Directors of Sankalpa a Dublin based addiction service, where I provide advice and guidance regarding legal and non-legal matters to ensure the continued commercial sustainability of the organisation.

Since June 2015 I have been additionally contracted by my employer in a Policy and Communications function. I am an experienced public speaker having represented Ruhama as part of a national campaign calling for legislative change at political Ard Fheis, Dáil debates, US Embassy round table discussions and MEP briefings. Furthermore I have drafted and contributed to several Department of Justice submissions, legislative proposals and developed organisational policies including grievance and disciplinary, Garda vetting, defamation/media engagement guidelines as well as advising generally on employment law, data protection and governance. I feel this experience would complement a number of practice areas in which Byrne Wallace specialise, while I hope to further explore my interest in ADR, EU Competition and ICT Law.

I have provided legal information and advice in the areas of Family and Immigration law through my work with AIM Family Services and NASC (Irish Immigrant Support Centre) respectively. Most recently I participated in housing law training with a focus on the judicial review process. In October I was invited by the Association of Criminal Research and Development (ACJRD) to present a workshop at their annual conference on the topic of the EU Victims Directive.

As a leading Irish firm I have been aware of Byrne Wallace for a considerable time. However it was the high praise from a college friend who has worked for and recently began her traineeship with Byrne Wallace that cemented my desire to undertake my traineeship with your firm. She spoke not only of varied and challenging work but of a very supportive and collegial work environment.

As an employee I am efficient, resourceful and committed to achieving the best outcome for clients. I place a high value on contributing to a positive team environment and have ample experience working in a fast paced, dynamic office setting. I am familiar with client management databases and have strong IT and administrative skills.

I greatly appreciate your consideration for this position, I feel passionately that I have the skills and ability to make an excellent solicitor and would feel fortunate to have the opportunity to train with Byrne Wallace.

Yours sincerely,

Tara Brown