17a Millmount Terrace

 Dundrum Road

 Dundrum

 Dublin 14

 Ph: 087 7674653

 Thomaspkelly111@gmail.com

 18th October 2017

To Whom It May Concern,

I would like to apply for a position on the Byrne Wallace Traineeship Programme.

When I completed my leaving certificate I was not sure which career path I wanted to take - just that I enjoyed strategy and problem solving. After starting an Engineering degree in Trinity College Dublin, I soon learned that this area was too theoretical for my liking. I decided to change courses and found law to be much more practical in its application and this suited me much better. Last year I graduated with a first class honors Law (BCL) degree from University College Dublin. In the meantime I have been working in UCD Estates and I am currently in the process of completing my FE-1s.

During college I realised I wanted to practice as a solicitor and have spent the last few years working hard in order to achieve this goal. Through this experience I have learnt that I have the ability to excel at whatever it is I put my mind to, that working under pressure is where I excel the most and that I am the kind of individual that likes to constantly be working towards a goal or to overcome an obstacle. Additionally throughout my time in college, my past work experiences and this year spent working in UCD I have learnt that once one has a certain level of competence, the key to success in the workplace is the ability to work well with those around you. While I am a focused and enthusiastic person that can work well by myself, I believe by strongest skill is my ability to work well with others. Whether it has been leading a team of writers in my role as co-editor of the Student Legal Service publication or working with other members of the office of my current employer to solve an urgent issue – this skill has been a great aid to me in my past work experiences and also my extracurricular activities in college.

Throughout my time in college I worked part-time as both a poker dealer and a cleaner. This has taught me the value of hard work but more importantly how to manage my time effectively. Since college, while working in UCD, my role has primarily been in the administrative and communication functions of the office - invoicing, drafting agreements and social media marketing. The role however requires significant flexibility and the ability to adapt to new tasks every day. I have learnt how to “juggle” these tasks, keeping many number of responsibilities going while ensuring none of the balls “hit the ground.” While one morning I could be organising a céilí evening for summer guests, that afternoon I could be responding to a client’s problem and coming up with a solution. My position has allowed me to develop a keen commercial awareness, taught me the importance of a client centred approach to business and has given me the opportunity to apply customer service skills I have developed from past work experiences.

I would like to train and practice in Byrne Wallace as I am looking for a firm with a broad selection of practice areas as I feel this will enable me to become a well-rounded lawyer without being pigeonholed into any particular area too early in my career. I also admire the firms progressive and client focused approach to business and law. I hope the attributes outlined above and my CV demonstrate that I am a good candidate for the role of legal trainee. I would like to thank you for taking the time to consider my application. I am available for interview at any time.

Yours Sincerely,

Thomas Kelly