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 DATE \@ "d MMMM y" 19 October 2018

Dear Sir/Madam,

By way of introduction my name is Timothy Neenan, and I am a recent Law graduate of Trinity College Dublin. I am writing to you today to state my interest in ByrneWallace’s Traineeship Programme. Having researched the in-house training, I believe that this Traineeship offers me the best opportunity to gain the technical legal skills necessary to service the business world, in exchange for which I will make a reciprocal return to ByrneWallace through hard work and servicing the firm’s clients. I will now set out what I can offer in support of my application to be considered.

To succeed in law one needs to be bright, ambitious and succeed under pressure. These are characteristics that I believe I possess.

Throughout my secondary school education, I consistently performed at a high level in both the Junior and Leaving Certificate before gaining entry to Trinity College Dublin to study law. My ambition to receive the best education available drove me to compete for a place to study on Trinity’s exchange programme at The University of Hong Kong (HKU), currently ranked as having the 19th best law school in the world and the 2nd highest ranking university in Asia.

I made every effort to take advantage of HKU’s extensive business and financial law modules which were not offered in Trinity, choosing Global Business Law, International Economic Law and Regulation of Financial Markets, taught by two of the leading practitioners and authors in these fields. I also took modules in Alternative Dispute Resolution and Negotiation Theory and participated in a number of in class negotiations and mediations, receiving a commendation from my professor. I revelled in the fast paced environment of the HKU law school, and took the opportunity to immerse myself in an intriguing and different culture. I am proud of my results from the year in Hong Kong and I left with a keen interest and improved knowledge of the financial world.

In June 2018 I was offered a place on the William Fry summer internship programme which gave me a taste of the commercial law world, and where I spent a month in the Banking Department. The internship was an invaluable experience, and impressed on me the wide range of skills necessary to deliver the best outcomes for clients. I have seen that work in a leading legal firm involves highly driven groups of individuals, adaptability, resourcefulness and effective time management. I have since accepted a position as a Legal Executive in Bank of Ireland’s Securities Department, a role I believe will allow me to further develop these skills in anticipation of starting a training contract.

In terms of personal achievements and interests, I studied music throughout my second level education and during this time I attained grade 8 in piano and music theory, advanced level 1 in clarinet and was a Feis Ceoil medallist. My musical training has instilled in me a results-driven mindset and developed disciplines such as perseverance, attention to detail and time management, which have significantly contributed to my academic and personal success. Since returning from Hong Kong I formed a small team who enjoy the stimulating challenge of ‘Escape Rooms’. While escape rooms are recreational, they require logical and abstract thinking, teamwork and attention to detail.

I have maintained a part time job since 2015 in addition to my studies, working at Weir & Sons. Weir & Sons is a family firm with a long established and loyal customer base where reputation, service and discretion are valued assets. The team-based, client facing work at Weirs & Sons has further allowed me to hone skills that I believe make me an ideal candidate for ByrneWallace. I am an instinctive collaborator, drawing my energy and motivation from helping the team to succeed in delivering the best outcome for my employer and our customers.

In conclusion I aspire to receive the most thorough training that the legal world has to offer and I am determined to learn from the best. I want to work in an environment where excellence is not only encouraged but expected. I want to train in a globally respected firm, which is focused on leadership, management, communication and client relations. On the basis of my academic results and my year in Hong Kong I believe I have demonstrated an ability to succeed in any set of circumstances. My appetite to learn is insatiable and under the watchful eye of ByrneWallace I am confident that I will flourish and thrive.

Thank you for your consideration,

Yours sincerely,

Timothy Neenan