6 Grove Paddock, Blackrock, Co. Dublin

12th October 2020

Human Resource Manager, Byrne Wallace, 88 Harcourt Street, Saint Kevin’s, Dublin 2

Dear Ms. Sir/Madam,

I wish to apply for a place on the Byrne Wallace Trainee Solicitor Programme commencing 2024.

I have recently graduated from the Technological University of Dublin, with a First Class Honours in L.L.B (Hons) in Law. I also ranked 1st place in my year group, having achieved the highest overall average score I am now looking forward to advancing my career in law.

As you will notice from my CV, I am commencing a Company Secretarial Graduate Programme with KPMG this November. This involves the completion of an MSc in Management & Corporate Governance with the Ulster University and gaining valuable on-the-job experience while working in the legal department of KPMG.

Upon completing this Graduateship in 2023, I will have achieved ‘Associate’ member status of the Institute of Chartered Secretaries and Administrators (ICSA) and I will have gained a thorough understanding of Corporate Law. However, my ultimate goal is to practice as a corporate solicitor. I am confident that the experience that I will gain in KPMG, along with my ICSA qualification, and postgraduate studies will be an asset as a trainee solicitor in Byrne Wallace.

I am currently studying for the FE1 examinations in advance of commencing my Graduateship with KPMG and it is my intention to have the exams completed by 2022.

From my studies of law and my work experience to date, I have acquired and developed many skills. In particular, my analytical, organisational and IT skills have been significantly enhanced along with my ability to communicate effectively and demonstrate my careful attention to detail. In my most recent position with Telus International, I was tasked with the challenge of working in a remote setting. This gave me the opportunity to work autonomously and has developed my ability to make decisive and independent decisions.

As Byrne Wallace is a well renowned law firm, I acknowledge that a high-standard needs to be maintained with regard to incoming trainees. As a high achieving, highly ambitious and hard-working person, I have no doubt that I would fulfil to this requirement.

I attach my CV and a copy of my graduating exam results for your kind attention, and I would be delighted to be called for interview.

Kind Regards,

Tom Carroll