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ByrneWallace
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Ref: Trainee Programme

Dear Trainee Coordinators,

I am a final year Corporate Law student in NUI Galway, and I am writing to apply for the ByrneWallace Trainee Programme. I first learned about the programme when I was working with a colleague who previously worked at ByrneWallace. I thoroughly enjoyed my initial experience of talking to my colleague about the culture of the firm, practice areas and the trainee programme. I carried out additional research on the programme and watched testimonials. I would love to be given the opportunity to gain a deeper insight into what it would be like to work in one of Ireland's largest law firms.

I previously worked in the Central Bank of Ireland's (the "Bank") Regulatory Decisions Unit (the "RDU") within the Legal Division as part of my work placement. The RDU facilitates the appointment of decision-makers for the Central Bank and provides administrative and legal support to appointed decision makers. Working at the Bank gave me an opportunity to learn about how and why the Bank enforces legislation on regulated entities and high-level individuals carrying out controlled functions.

I have gained a host of skills, such as communicating effectively, soft skills like having a team player approach, hearing and implementing feedback and growing in my work ethic. Additionally, I gained administrative skills achieved through entry-level administrative work such as filing, note-taking, copying and data entry etc. Tasks such as filing/Compass projects have allowed me to think analytically as to the pros and cons of current systems. I also used the skills I gained to help new joiners and create an inclusive environment for them. Having performed well, later I was given additional responsibilities and helped the operations team where I learned about procurement of services, recruitment practices and internally auditing to add value to and improve operations. I feel the skills and experience gained are directly applicable to ByrneWallace and even give me an edge on my counterparts.

I have had committee roles on the Dochas society within my university and I am a founding member of the Cultural Diversity Network at the Bank. Both roles have allowed me to develop relationships with many people from all walks of life and permeate myself in serving others.

I have a particular interest in the firm's data protection and regulatory practice areas. I have found the inquiries that I have witnessed while working on high profile cases within the Bank fascinating. I believe that my enthusiasm to learn combined with my relevant experience and strong work ethic will make me an excellent trainee at ByrneWallace. Lastly, what I bring to the table is unique, it is a different outlook,

a friendly face and a work ethic like none other. I would tremendously value the opportunity to work with highly experienced lawyers whilst building on practical skills.

Please find attached a detailed CV highlighting my pertinent experience. I appreciate the prospect of working with the firm and I can be contacted via the aforementioned methods. Thank you in advance for your consideration.

Kindest regards,

Whitney Lijoka