1 Old Balreask Woods,

Navan, Co. Meath

carpentz@tcd.ie

15th October 2018

Ms Beth Onslow

ByrneWallace

88 Harcourt Street,

Dublin 2

Dear Ms Onslow,

I wish to apply for a position in the ByrneWallace Trainee Programme. I am highly motivated and ambitious with a diverse employment history, which I believe make me an excellent candidate for the position.

I successfully completed seven FE-1 examinations in their first sittings and I am currently awaiting the result of the final examination which I sat in October 2018. I graduated with a Masters in Law from Trinity College Dublin, where I received a first class honours result for the taught modules and an upper second class honours in my dissertation. Due to my exemplary grades, I placed within the top 10 students in the LLM programme. Prior to this, I was awarded an upper second class honours in Bachelor of Laws LLB, from Maynooth University.

In my current role as a Paralegal in Arthur Cox, I have been involved in a number of large scale data intensive projects which encompass litigation, financial and banking matters. In the project review, I am required to digest large volumes of complex information efficiently and within strict time constraints. I assist senior Associates with a quality control review of the team’s discovery material and escalate any issues that I recognise. Often adhering to deadlines, I have built on my analytical and interpretative abilities to ensure information produced is to the highest level of accuracy. Previous to my employment in Arthur Cox, I was part of the Investor Services team in the leading Irish Fund Administrator, Hedgeserv, where I provided legal and compliance services to a portfolio of multi-national structured finance clients. Liaising daily with investment managers and investors, I developed my client management skills to the extent as I was given direct responsibility for the administration of several global investment funds. As the funds were each tailored specifically to the client's requirements, I had to meet and exceed their expectations while delivering unrivalled customer service. This exposure ignited my interest in banking and finance and the capital market sectors. Additionally, with more than seven years’ experience in client-facing roles, I possess an ability to build a genuine rapport with clients and have a proven track record of exceeding sales targets, both of which are symbiotic qualities required to achieve a competitive advantage in the marketplace.

As one of Ireland’s largest and most progressive law firms, an environment of excellence is reflected by the accolades borne by both ByrneWallace and its people. Ultimately, training in ByrneWallace means being part of a programme that focuses on talent and the mentorship of trainees to become the brightest legal minds in the business. As I have always sought employment by industry leaders, I have proven that I succeed in fast-paced environments where I can push my boundaries to best of my abilities. With my unique work experience and academic achievements to date, I believe I have the skills necessary to become an expert lawyer and business advisor. Finally, in addition to the above, through my dedication and commitment, I am confident I can impress with a successful career in ByrneWallace.

Thank you for your time and consideration,

Yours sincerely,

Zara Carpenter