Dear Sir/ Madame,

I am writing to you to apply for the role of Trainee Solicitor in Byrne Wallace. I am currently working as a Compliance Associate but wish to pursue a career as a Solicitor when I have passed all of my FE1 exams in September 2022.

To give you some more information on myself, I completed my Bachelor of Laws (LLB) in September 2020 in Maynooth University with a final grade of 2:1. I am currently studying for my FE1 exams and hope to have all exams finished by next year. I have passed four exams and have four more to complete. As mentioned above, I am currently working as a Compliance Associate with Footprint Underwriting. My role there includes reviewing upcoming legislation and Central Bank regulations to ensure our compliance at all times with industry expectations, auditing our team members work to ensure general compliance and customer satisfaction and writing internal policies and procedures. I have also completed an internship with Transparency International Ireland, working in their free legal advice clinic. This organisation provides information and legal advice to employees, or ‘whistle blowers’ as they are often known, that are in the process of making a protected disclosure. I feel that this an area of law that is often overlooked yet is becoming increasingly important in this new climate of corporate accountability and one which has become very useful in my current role. This position involved aiding with legal research, helping with office administration, and operating the helpline and email service that the organisation provides. I was also involved in helping with press conferences and events held by the organisation.

As an employee, I am always completely dedicated to the work that I do and want to be able to give one hundred percent to whatever I put my mind to. I am a very detail-oriented person and enjoy being precise when completing a task. Having been in the workforce for ten years this year, I have learned to work well with a team and enjoy helping others so that I can develop my own knowledge and skillset further. I have also learned over the years how to work precisely and efficiently under pressure, without compromising the high standard with which I perform the task.

I look forward to hearing from you in the future and hope that you take me into consideration for any positions that become available in the future. I have also attached a copy of my C.V. for your reference.

Kind Regards,

Zoe Byrne