

88 Harcourt St,
Saint Kevin's,
Dublin 2,
D02 DK18

14th of October 2024

Dear Ms. Loftus,

I am writing to express my interest in joining Byrne Wallace as a trainee solicitor. I graduated from University College Dublin (UCD) with a BSc in Politics and International Relations with French in May 2023. I also hold a Postgraduate Diploma in Law at the Technological University Dublin, covering the eight FE-1 subjects. I have outlined below how my experience, skill set, and current role make me an ideal candidate for your firm.

I am currently employed as a Legal Executive at Beauchamps LLP, where I work on the Housing team while simultaneously sitting my FE-1 exams. This role has given me significant hands-on experience in case management, client interaction, and working with complex legal documents. My daily tasks include drafting legal documents, liaising with clients, and coordinating with senior solicitors to ensure smooth case progression. These responsibilities have honed my attention to detail, time management, and ability to perform under pressure, skills that are crucial for success in a fast-paced legal environment like Byrne Wallace.

Drawing from my experience as a legal executive, I am confident in my ability to adapt quickly and contribute effectively at Byrne Wallace. My experience at Beauchamps, particularly within the housing and property sector, has allowed me to engage with real-world legal challenges and stay attuned to current legal trends and economic developments. I am particularly drawn to Matheson's commercial law practice and your firm's reputation for excellence in advising on complex and innovative transactions. My exposure to housing law, combined with my academic grounding in politics and international relations, has provided me with a broad understanding of the intersections between law, policy, and commerce, an intersection I am eager to explore further at Byrne Wallace.

Beyond my legal experience, I believe my extracurricular involvement reflects my versatility and ability to thrive in team-driven and client-focused environments. During my studies, I served as Social Secretary of UCD's Literary and Historical Society, where I developed strong organisational and networking skills. Additionally, my role as Social Media Officer for the Dance Society, along with my experience as a Student Ambassador for *Hot Press* magazine, has enhanced my communication and leadership capabilities. These skills, paired with my part-time role throughout my penultimate year at UCD and my postgraduate year at House Dublin, where I've honed my customer service and interpersonal abilities, make me well-rounded and adaptable to a client-centred legal career.

I am eager to contribute to Byrne Wallace's continued success and to grow within your firm's collaborative and challenging environment. Thank you for considering my application, and I look

forward to the opportunity to discuss how my background and skills align with Byrne Wallace's goals.

Yours Sincerely,

Zoe Johnston