



MY REFERENCE: APP001/0001

YOUR REFERENCE: 8J86

RE: INTERNSHIP VIA DUBLIN CITY UNIVERSITY

February 9th, 2024

Dear Sirs/Mesdames',

I refer to your Job Advertisement of the 8th ult. Herewith I present my cover letter outlining some of the experience that you will find on my Curriculum Vitae.

I have extensive knowledge of Legal Practice notwithstanding Litigation, Probate, Family Law, and Conveyancing. This also includes a CPD Certificate on GDPR in Professional Practice from the LQSI in 2023.

The extent of my Litigation knowledge comes primarily from having worked with Ken Kennedy Solicitors LLP. Herein, I can offer experience in drafting pleadings, booklets of authority, general case briefs, affidavits and other court circulars. In my previous experience, I have also handled booking appointments at the various Central Offices to submit court documents – which saves on the reliance on Town Agents (notwithstanding Tracked DX Costs et cetera). This also includes briefs for counsel.

From a Conveyancing standpoint my usual approach has been drafting documents such as s.150's, Schedules, ATR's, Letters to Banks and Estate Agents, and the usual documents that are presented at the varying stages of the conveyancing process. Most of the drafting has not been independently my work but rather what has been dictated to me by the many solicitors I have worked with over the past several years. The bulk of my Conveyancing experience in Ken Kennedy's was commercial, however I developed a very nuanced understanding of the overall process as well as an insight into residential conveyancing having worked with Mannion Solicitors LLP. I average a type-speed of 48 words a minute.

Mannion Solicitors is also where I have received my experience in Probate and Family Law. From a Probate standpoint, I offer many grieving clients and families a compassionate approach, often reassuring them that although it is a slow and often arduous process, they are in safe hands. Here, my experience is vested in witnessing wills, taking attendance at initial client meetings, the drafting of letters and documents notwithstanding extensive knowledge of the Assisted Decision-Making Act of 2015.

My experience in Family Law has also come from Mannion Solicitors wherein I was responsible for many of the discovery processes as well as vouching and ensuring the matter reached case progression quickly. Much like my litigation experience, this also includes drafting briefs for counsel.

I can guarantee efficient work with proficiency in Keyhouse365, general legal administration such as overseeing swearing's, DX drop-offs, delivering deeds and witnessing said ATR's, closing physical files as well as setting up new matters both as a physical file and on a legal framework (such as Keyhouse, as aforementioned).

I trust you will take me into consideration, and I look forward to hearing from you in due course.

Yours Faithfully,
Ian Downey

¹ Reference ID supplied on DCU Job Application Site (Link:
<https://mycareer.dcu.ie/student/jobs.html?execution=e3s2>)

SENT VIA EMAIL ONLY THEREFORE BEARS NO SIGNATURE



This is to Certify that

Ian Downey

has successfully completed

GDPR 2023 Update - LQSI Webinar

One Man & Prof Dev Hour

Certified by The Legal Quality Standard of Ireland

Date 21 June 2023