

Dear Ms Murray,

**I am writing to apply for the Trainee Solicitor programme within Byrne Wallace.**

My relevant experience for this vacancy includes:

- I have worked as a Legal Executive for over two years with St. John Solicitors in Dublin. Here, I gained valuable Court experience attending and working on cases within the District, Circuit, High Court and Supreme Court. I am familiar with attending on counsel, liaising with clients and counterparts, and have worked in various areas of law as outlined in my enclosed CV. I was also nominated by the firm to be our HSE point of contact regarding new instructions and therefore have built trustworthy relationships with the healthcare institution and its employees.
- I have sat four FE1 examinations to include Contract, Criminal, Tort and EU Law and will have the remaining exams completed prior to commencing Blackhall 2021.
- I have completed my LLB postgraduate degree and obtained an honours result in 2018 and have gained a high second class honours in my Bachelor of Corporate Law degree from National University of Ireland Galway (NUIG) in 2017.
- From my previous work history and experience to date I have learned through experience the importance of precise and clear communication when delegating work. In sensitive and delicate situations communication is key to ensure that conflict is avoided and trust is maintained. I have excellent communication skills both verbal and written.
- I have experience in relationship building from working in St. John Solicitors, within a barrister, namely Ms Lorraine Lally's office in Galway, waitressing experience throughout University, societies such as the Entrepreneurship Society and Law Society, local charities and in my daily interaction, particularly with colleagues.
- I have a passion for innovation which is why I joined the Entrepreneurship Society in NUIG. I was an active committee member with the society and organised numerous events for charity and the society itself. The Entrepreneurship Society primarily promotes an environment that enables entrepreneurs to develop and expand their ideas. The Society acts as a platform to guide and aid Entrepreneurs with their projects. I attended the 2016 Web Summit in Lisbon with the society.
- Having coordinated numerous events for the Entrepreneurship Society in NUIG and my work in a cafe and a legal practice, I have acquired a host of skills such as time management, good communication, attention to detail, resourcefulness, ability to creatively solve problems and to stay calm under pressure. This was achieved through planning, re-planning and scheduling. I used available resources and pooling together individuals needed for the different events. One of my key strengths is adaptability, my work history is a good illustration of my flexibility and ability to adapt to change.

My enclosed CV provides full details of my experience.

Thank you for taking the time to consider my application. I look forward to hearing from you and I am available at your convenience.

Yours sincerely,

Leah O'Toole

**Mobile:** 087-2301560

**Email:** leahotoole395@gmail.com

# Leah O'Toole B.Corp; LLB

**Address:** Apartment 42,  
Harcourt Green Apartments,  
Charlemont Street,  
Dublin 2

**Mobile:** 087-2301560

**Email:** leahotoole395@gmail.com

---

## Profile

Dynamic and performance-driven professional, with strong legal, administrative, organizational and communication skills. With a strong legal, entrepreneurial and managerial background I am passionate about the legal sector and aiming to bring my skills to a leading firm such as Byrne Wallace.

## COMPETENCES

**Professionalism** – self-motivated with ability to work on own initiative

**Team player** – supporter of team ethos and have an ability to work professionally with others

**Results driven** – effective planning and delivery, attention to detail and follow up

**Responsiveness** – ability to respond effectively to diverse situations

**Coordination Skills** – ability to plan, schedule and coordinate using effective time management

**Social Skills** -excellent customer service, communication and social skills

**Computer skills** – proficient in Microsoft Word, Excel, PowerPoint, Google Drive, Legal Search Engines and the Evolve case management system.

**Writing & Research Skills**- Completed legal essays in Constitutional Law, Land law and Information Technology Law. Also researched and presented in areas for my university dealing with the student grant scheme.

**Presentation Skills**- Completed numerous presentations in my undergraduate course and most recently presented my research on 'Domestic Violence and Immigration Law in Ireland' at my University's International Research Conference.

## EDUCATION

- **FE-1 Candidate** - Completed Contract, Criminal, Tort and EU Law examinations and intend to complete the remaining examinations this year.
- **Bachelor of Laws (LLB)** -National University of Ireland, Galway (2017-2018)
- **Bachelor of Corporate Law** –National University of Ireland Galway. (2013-2017)
- **Leaving Certificate** -Salerno Secondary School, Threadneedle Road, Galway (2008-2013)

## CAREER HISTORY

### Legal Executive

**St John Solicitors, Dublin**

*June 2018 - Present*

I am currently employed as a Legal Executive at St John Solicitors in Dublin. I have gained fundamental legal experience within the firm in various practice areas. My role includes liaising with solicitors, counsel, clients, counterparts and legal research in assisting with case files. I regularly attend client meetings and appear before the Court. I am familiar with the court system and regularly attend the various court offices in order to comply with the court's filing deadlines. I have proficient experience in assisting with tender offers. As outlined in my cover letter I am also the HSE point of contact for the firm when taking new instructions.

### Student Intern

**Lorraine Lally B.L., Galway**

*January 2018 – May 2018*

During my second semester of the LLB programme, I undertook experience with leading Galway Barrister Lorraine Lally. I gained valuable experience in legal procedures, practices, protocols and confidentiality. I gained extensive knowledge of the operations and decision-making processes of a legal practice. I also developed vital skills regarding the use and utility of a legal database. I acquired valuable experience through participation of legal case files, drafting reports,

researching various aspects of the law, attending weekly legal aid clinics with walk-in clients and attending court sessions with Lorraine in Galway and the Four Courts.. While working with Lorraine I focused my attention to the areas of employment law, family law, immigration law and land law.

### **Committee Member**

### **Entrepreneurship Society, NUIG**

*December 2015- May 2018*

I have actively participated in the Entrepreneurship Society within my university since 2015. The Entrepreneurship Society promotes an environment that enables entrepreneurs to develop and expand their ideas. The Society acts as a platform to guide and aid students with their projects. As part of my role I have organised and assisted with charity events, attended conferences held by numerous Irish entrepreneurs, I solely organised the 2017 'European Winter Break Tour' for forty society members which enabled and enhanced my research, organisational, planning, and management skills. I also dealt with compliance needs for the society. All events are held in accordance with our contracts with NUIG and our sponsors. These contracts specify the rules and procedures which we adhere to at all times.

### **Waitress/Social Media Coordinator**

### **Revive Cafe/Connemara Greenway Cafe, Galway**

*June 2013- June 2018*

Throughout University I have waitressed in two busy café's in Galway City and Oughterard, County Galway. My duties include opening and closing the businesses with a responsibility for balancing the cash, meeting targets, presentation skills and ensuring each customer is satisfied with their results. Both café's have received outstanding awards and have made the top 100 places to eat with the Greenway receiving number one in Galway for over a year. I believe working in these top café's have enhanced my professionalism, customer service and management skills.

I have previously managed the social media accounts for Revive café. I use my marketing skills to promote the café on various social media platforms. I also used this to interact with customers and various other local Galway businesses.

## **ACHIEVEMENTS**

- Bachelor of Corporate Law and LLB Postgraduate Degree.
- FE-1 Candidate
- Member of Blackstone Academic Stewardship Council
- Participated in the NUIG International Research Conference presenting my piece on 'Domestic Violence and Immigration Law in Ireland.
- Member of the Law Society and Entrepreneurship Society NUIG
- Completed 100 minds challenge raising €1,054 for Temple Street Children's Hospital.
- Received a President Award of Excellence from former USA president George W. Bush
- School Prefect 2012-2013
- Public Speaking Team - Salerno Secondary School, 2010

## **HOBBIES**

- I am currently participating in an online course to learn Spanish.
- Voluntary Work: Enable Ireland, Volvo Ocean Race, Temple Street Children's Hospital, Laura Lynn Foundation and "GSPCA" I have also worked as a campus ambassador for Ernst & Young.
- Hiking and outdoor activities

## **References**

- References available upon request