Michelle Mc Cormack

Canal House, Gaybrook, Mullingar, Co. Westmeath

Byrne Wallace LLP

88 Harcourt Street

Dublin 2

To whom it may concern,

 I am writing to you to apply for a traineeship that your firm has available for 2024. I have completed and passed all of my FE1s.

I am interested in working with your law firm because working in your firm will expose me to many different practice areas giving me the opportunity to discover what area I am most suited to. I am currently working as a legal secretary in Louise Howard Solicitors where I have gained valuable practical experience in many areas, including property law. As a legal secretary, I have gained experience in scheduling title documents for clients when the property has registered with the property registration authority. I have experience in liaising with banks and the PRA throughout client’s journey in buying, selling property and transferring property. I am interested in working in the area of corporate law because I gained an insight into the type of work involved by participating in the Clifford and Kennedy Virtual Experience Programme and I enjoyed the work involved in these programmes. I also thoroughly enjoyed studying Tort law during the FE1s because I enjoyed learning about the law of passing off and I found this area of law interesting as I had never had the opportunity to learn about this area in college or intellectual property law which is an area of law your firm works in and is an area I would like to learn more about and practice in. While reading through your website and the experience of your previous trainees, I felt confident that I would be getting great experience and support while developing my skills needed to be a solicitor. I feel confident that I could contribute substantively to the work of your firm while continuing to strengthen and improve the skills I will need for a career as a solicitor.

I am a hard worker, a fast learner and highly motivated. I received two academic awards while in secondary school. I work well in teams as I participated in group work in college for mock trials, moot courts and in inter-school horse riding competitions outside of college. However, I can also take the initiative and work well on my own if needed and have improved my legal research and writing skills through completing the Clifford Chance Business and Human rights global virtual internship. I have also improved my teamwork skills and developed leadership skills from being a representative of the European Law Students Association in College. I have also developed my organisational skills and communication skills from being a legal secretary at Louise Howard Solicitors. I hope to be a good addition to your firm.

I look forward to hearing from you.

Yours Faithfully,

Michelle

**Personal Details:**

**First Name:** Michelle

**Surname:** Mc Cormack

**Address:** Canal House, Gaybrook, Mullingar, County Westmeath, Ireland

**Mobile Phone:** 0874162891

**Email:** mccormackmichelle5@gmail.com

**Secondary Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Year** | **Level** | **Results** |
| English | 2017 | Higher | H3 |
| Irish | 2017 | Ordinary | O3 |
| Maths | 2017 | Ordinary | 03 |
| History | 2017 | Higher | H4 |
| French | 2017 | Higher | H5 |
| Biology | 2017 | Higher | H4 |
| Business | 2017 | Higher | H5 |

**Undergraduate:**

**University:** National University of Ireland, Maynooth **From:** Sep 2017 **To:** May 2021

**Course Title:** Bachelor of Law

**Type:** LLB

**Degree Modules:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Grade** | **Year** | **Option** |
| Law of Torts | 62 | 1 | No |
| Contract Law | 58 | 1 | No |
| Criminal Law | 61 | 1 | No |
| Constitutional Law | 58 | 1 | No |
| Introduction to legal research | 70 | 1 | No |
| Introduction to law | 60 | 1 | No |
| EU Law | 63 | 2 | No |
| International Law | 60 | 2 | No |
| Moot Court | 67 | 2 | No |
| Evidence | 61 | 2 | No |
| Administrative law | 65 | 2 | No |
| Land Law | 61 | 3 | No |
| Company Law | 63 | 3 | No |
| Dispute Resolution: Skills and Processes | 70 | 3 | No |
| Equity and Trusts | 64 | 3 | No |
| International Criminal Law | 68 | 3 | Yes |
| Family Law | 61 | 3 | Yes |
| Jurisprudence | 63 | 3 | Yes |
| Media law | 58 | 3 | Yes |
| Migration and Human Rights | 66 | 4 | Yes |
| Education and the Law | 65 | 4 | Yes |
| Whistleblowing Law and Practice | 67 | 4 | Yes |
| Public Health Law and Policy | 62 | 4 | Yes |
| Contemporary Issues in Medicine and the Law | 64 | 4 | Yes |
| Gender, Sexuality and the Law | 70 | 4 | Yes |

**Year 1:** 2:1

**Year 2:** 2:1

**Year 3:** 2:1

**Year 4:** 2:1

**FE1 Results to date:**

|  |  |
| --- | --- |
| Company | 50% |
| Tort | 51% |
| Contract  | 50% |
| Property | 58% |
| Constitutional  | 51% |
| Equity | 54% |
| Criminal | 50% |
| European Union Law | 51% |

**Temporary Work:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** 26th July 2021**-**30th July 2021 | **Employer:** Smyth Stapleton and Co. Solicitors | **Position:** Secretary | **Duties:** Maintaining files of clients, answering the phone, typing using a Dictaphone, printing. |

**Work Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** 2nd-6th March 2015 | **Employer:** Walsh and Fitzgerald Veterinary, Roscrea | **Position:** Volunteer | **Duties:** Helping out with minor surgeries on small animals as well as home callouts. |
| **Date:** 9th-13th March 2015 | **Employer:** Lynn Montessori | **Position:** Volunteer | **Duties**: Helping the development of preschool education in young children. |

**Voluntary:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** 3rd August 2019 | **Employer**: Tinahely Agricultural Show | **Position**: Steward | **Duties**: I was organising and displaying quality products. I dealt with queries from the public. |

**Work:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** 24th November 2022-to date | **Employer:** Louise Howard Solicitors | **Position:** Legal Secretary | **Duties:** Answering the phone, scanning and photocopying legal documents. I dictate letters for clients, solicitors and barristers allowing me to learn about the process of the personal injury and property cases. I interact with clients and make appointments for clients. I have experience in scheduling title documents for Banks. I have experience in doing up briefs for Counsel. I manage correspondence and respond to clients queries via email or by the phone. I gather information required for cases such as accident reports and medical records.  |

**Skills:**

**IT Skills:** I have a good knowledge of Microsoft word, power-point, oscola referencing and Microsoft Office.

**Achievements and Hobbies:**

**●** Clifford Chance Virtual Experience Program Participant- 2020- Approximately ten hours to complete.

Participated in the open access Clifford Chance Virtual Experience Program with Forage

Tasks completed included:

Task A. Human trafficking and slavery in supply chains: Disclosure obligations

Task B. Eu reporting requirements on human rights, social and employee-related matters

Task C. Human rights risks within an M&A transaction

Task D. European Convention for the Protection of Human Rights and Fundamental Freedoms

● I was the Time Keeper in the Johanna Airey Moot Court Competition April 2021 organised by the Free Legal Advice Clinic that I was an active member of.

● Kennedys Virtual Experience Program-2021- Approximately 6 hours to complete

Participated in the open access Kennedys Virtual Experience Program with Forage

Tasks completed included:

Task A. Prepare a witness statement that can be sued in a litigated claim

Task B. Assist with a client pitch presentation

Task C. Leave voicemail for a client

Task D. Draft a memo on the effect of a “force majeure” clause

● I was a fourth-year representative of the European Law Students Association.

● I enjoy attending open court sittings.

● I enjoy going for walks and running in my free time.

● I was a member of the Law Society and participated in their events.

● I received a certificate of achievement FLAC training in landlord and tenant, criminal law, public disorder and employment law.

● I received multiple awards for inter-schools horse-riding competitions.

● I have completed grade seven of the Royal Irish Academy Music Exams.

● I ran the VHI Mini Marathon Dublin 2023.

● I enjoyed participating in the darkness into light walk in 2022.

● I have my full driver’s licence.

● I received two academic awards while in secondary school.

● I completed a report on Safe Haven Ireland as part of a project for Maynooth University.

● I won a medal for cross country running with Mullingar Harriers.

● I received a Distinction in a Diploma that I completed in Criminology and Forensic Psychology in 2022 with City Colleges.

● I enjoy studying new languages and I am currently learning Spanish through an app online in my free time.

**Referees:**

|  |  |  |
| --- | --- | --- |
| Dr Fergus Ryan,National University of Ireland, Maynooth, Co. KildareTitle: LecturerTelephone: 01 474 7258 | Ms Louise Howard SolicitorsFirst FloorChurchyard StreetGalwayTitle: SolicitorTelephone: 087 2220655 | Verona SmythSmyth Stapleton & Co. SolicitorsO`Moore Street,Tullamore,County Offaly.Title: SolicitorTelephone: 0579323156/0579323157 |

I would like to thank you for reading my curriculum Vitae,

Signed: Michelle Mc Cormack Date: 01/10/2023