08/10/21

Application for position of Trainee Solicitor at ByrneWallace LLP.

Dear Hiring Manager,

This letter is to express my deep interest in the position of trainee solicitor at ByrneWallace. Currently, I am working as a Business Immigration Paralegal with Ogletree Deakins in their new Belfast office. This has provided me with invaluable legal experience which has matured my skills and understanding of law suited to the role of a trainee solicitor. This role was my first introduction into the workings of a law firm and I was required to learn quickly. My job involves the drafting of visa application filing packages for foreign nationals on behalf of major U.S. employers. I have picked up vital skills in my work as a paralegal, from communicating with U.S. attorneys to navigating through large databases. An opportunity to work at ByrneWallace as a trainee solicitor would allow me to showcase these skills with added responsibility.

In university, I had particular interest in Company law and Contract law. My background and advanced intermediate fluency in French provides me with excellent communication skills that I consider essential for the role. During my language classes in university, I developed solid relationships with peers through groupwork tasks and a requirement to work as a team. Research skills and attention to detail are essential characteristics of a trainee solicitor. I have honed these skills through my study of law in a professional capacity on sitting all FE-1 examinations.

I am a stickler when it comes to timekeeping, having experience with time entry and consider it extremely important in the workplace. Pressure is something I deal with particularly well and it does not dilute the quality of the work that I deliver. Recently, my efforts have been noticed by the Site Lead of Ogletree’s Belfast office. Where I was assigned to individually mentor new incoming hires for their roles as paralegals.

I look forward to hearing from you.

Sincerely,

Fearghal Ryan.