

Abigail O'Reilly

3, Moran's Cottages
Ranelagh, Dublin 6
083-1861167
abigailleillybutler@icloud.com
16th October 2024

Hiring Manager

Byrne Wallace
88 Harcourt St, Saint Kevin's, Dublin 2
Dublin

Dear Hiring Manager,

I am writing to express my interest in the trainee solicitor position at Byrne Wallace. With a solid educational foundation in law from University College Cork and practical experience across various legal environments, I am eager to contribute my skills and knowledge to your esteemed firm.

Currently, I serve as a Litigation Assistant in the insurance aviation team at Kennedys Law, where I have honed my organizational and communication skills. My responsibilities include managing case files, ensuring compliance with firm standards, and preparing court documents. I have developed a keen attention to detail through the meticulous documentation and record-keeping required in litigation processes. Additionally, my experience in updating critical court date timetables has enhanced my time management abilities, ensuring the team is well-informed and coordinated.

Prior to this role, I worked as a Legal Administrator at Kennedys Law, where I provided essential secretarial support to fee earners. This experience strengthened my capacity for workflow management and teamwork, as I collaborated with colleagues to streamline processes and ensure compliance with departmental standards. My proficiency in MS Office applications and my ability to adapt to new technologies have been critical in efficiently preparing legal documents.

My time as a Data Analyst at KPMG further enhanced my analytical skills, where I reconciled client data files and ensured regulatory compliance while working on projects with US Bank and AIB. This role taught me the importance of accuracy and collaboration, skills that I believe are crucial in a fast-paced legal environment.

Beyond my professional experiences, I am actively involved in community service and enjoy long-distance running, participating in various charity events, including the Calcutta Run organized by the Law Society of Ireland. I believe my commitment to both personal and professional development aligns well with Byrne Wallace's values and culture.

I am excited about the opportunity to bring my skills to Byrne Wallace and contribute to your commitment to delivering exceptional legal services. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Warm regards,

Abigail O'Reilly