

Amelia Keating
36 Beaumont Hall
Beaumont Woods
Beaumont
Dublin 9
Mobile: 083 0147006

ByrneWallace
88 Harcourt Street
Dublin 2
D02 DK18

2 September 2021

Matter: Trainee Solicitor Programme 2022

Dear Hiring Manager,

By way of background, I hold a Bachelor of Arts in English and History, a Masters in International Relations and a Bachelor of Laws from the University of Limerick. I also have a strong legal background having gained experience in a top Irish law firm and an international UK law firm operating in Dublin.

I worked as a Legal Executive in the litigation department of Kennedys (the international UK law firm) in their Dublin office where I gained a wealth of experience in the areas of defence litigation, property, admiralty and marine law (including ship arrests), healthcare and liability, legal research and trial preparation. I assisted senior partners with property transactions and responding to PRA queries. I acted for a number of large insurance companies defending insurance and liability claims in areas such as clinical negligence and personal injury claims in which I was involved in all aspects from drafting and filing the various legal documents at superior courts level to liaising with barristers and witnesses for trial.

I most recently worked as a paralegal on the debt recovery team in the litigation and dispute resolution department in ByrneWallace. My principal responsibilities included issuing proceedings in the courts and processing cases to Judgment and throughout all of the enforcement stages under the supervision of the partner.

I have attained all eight FE-1s' and I completed a certificate from the Law Society of Ireland in Arts, Media and Entertainment Law and more recently completed a course in Environmental Law and Climate Change also from the Law Society of Ireland.

I believe that my experience in litigation to date coupled with my strong academic background puts me in a most suitable position to strive as a Trainee Solicitor with ByrneWallace.

If you require further information, please do not hesitate to contact me and I look forward to the opportunity of discussing my application at an interview.

Yours faithfully,

[Sent by Email and Accordingly Bears No Signature]

Amelia Keating
Encl. Curriculum Vitae