Dear Sirs

I would like to apply for the position of a Trainee Solicitor in Byrne Wallace Solicitors.

I have several years of legal experience in small, medium sized and large legal firms. I have worked in Litigation for 5 years now and I enjoy working in the fact paced challenging environment.

During my time in the Ballymun Community Law Centre I learned how to prioritise heavy workload as I was responsible for providing assistance to all three departments within the Law Centre. I also managed to reform the filing and case recording system for our Mediation Department. I developed a spreadsheet which contained all relevant information on all mediation cases what let us quickly tract the progress and made it easier to do end of a month reports. I was also working on the Collective Complaint to the European Union regarding standards of Dublin City Council housing in Dublin Area.

In Sherwin O’Riordan Solicitors I was working as a part of a busy Litigation team supporting two partners and two Fee Earners. I was preparing court and tribunal booklets and ensuring smooth day to day running of the office. During my time in Sherwin O’Riordan I have developed a billing spreadsheet which helped our Employment Law partner keep track of her fees and WIP. I was also responsible for reporting to one of their biggest client on the progress of their cases.

At the moment I work in the Debt Recovery division of Matheson where we are faced with heavy workload. I work with the large financial institutions on the daily basis and I highly enjoy working in the commercial environment. I have highly increased my attention to details as I am responsible for drafting complex legal documents and I need to ensure that all information contained in same is accurate. We were working on a large Order 22/36 substitution applications which involved over 500 cases what shows that I can work well under pressure. Additionally I am a Capitan of our team for Matheson Challenge which is part of our Collaboration Project.

I believe that working for such highly recognised firms as Byrne Wallace would constitute an excellent challenge which will give me a chance to prove myself. I have to admit that my Leaving Certificate results were a great disappointment as at the time I was in Ireland only three years and I believe that language barrier had a great impact on my results. Since then I worked hard to improve my English what can be seen from looking at my College Results.

I am a friendly person who enjoys working as part of a team and I easily get good relationship with the clients. I have a high level of client service skills and in my work I try to ensure that our clients are satisfied at every stage of their case. I believe that this skills are going to help me in meeting high demands which are placed on the Byrne Wallace employees given the high standards of client care which are offered by the team. I also believe that working for firm which is so highly recognised by the Irish Law Awards is going to be an excellent start for my career. I love to learn and I hope to increase my knowledge of Irish Law system during my traineeship and I hope that Byrne Wallace would give me a chance to develop my skills and knowledge during my traineeship. As a hard working individual I enjoy working in a busy environment so I am of the opinion that Byrne Wallace would perfectly match my traineeship expectations.

Thank you for taking your time to read this letter and I hope you will give me a chance to attend the interview.

Kind Regards

Aneta Szczurek