

To whom it may concern,

I am a hard-working and diligent person seeking an opportunity to succeed in a dynamic law firm such as yours. I am confident that my knowledge, ability and experience allow me to deliver successful results for your firm. I am looking for a role that will start my career and one that will help me flourish in the future.

As a graduate, at both undergraduate level, Bachelor of Corporate Law, and postgraduate level, Bachelor of Laws from the National University of Ireland Galway, I have gained valuable experience in an academic setting and I am looking forward to putting these skills to the good use.

While working for BFIN (Toronto) I gained valuable experience working in a professional setting. My experience as a junior accountant allowed me to develop my skills while working in a fast-paced environment. With regards to developing my skill set communication was key t as I had to deal with queries from employees both in Canada and on an international level, as well as vendors about the services provided and payment issue. I had to solve these issues over the phone and via email. While working in a dynamic environment, I have an excellent ability to multi-task, prioritize work, which all required an extremely high level of organization. I achieved this expected high-performance standard using innovative thinking and creating solutions to problems when they arose. I worked both independently, as part of the finance team and within team BFIN Toronto.

I developed my skill set even more while training as I learned how to use new software quickly and efficiently. I had to learn to operate the accounting software GP in order to prepare and generate accounts and input data accordingly daily. I also used and operated Salesforce on a weekly basis as I prepared deal sheets for the following week to display the progress of the Toronto team. I am also competent in Microsoft Office including excel, word power point and outlook.

Outside my role as a junior accountant, I also provided cover in the area of reception when cover was needed. I am competent in all areas of the role of a receptionist and administrative assistant. When a new receptionist was hired on a part time basis as well as on a permanent basis, I would train her in on all areas of the receptionist role within the firm.

While working for the Department of Employment, Affairs & Social Protection I gained valuable experience in a professional setting. My experience as a clerical officer allowed me to develop my skills with regards to communication as I had to deal with queries from clients about the services provided by the dept as well as solve issues over the phone; while also being dedicated to providing a first class service to our clients. While working in a fast-paced environment, I had to have an excellent ability to multi-task, prioritize work, which all required an extremely high level of organization. I worked both independently and within a team in order to resolve problems.

I am convinced that I will be asset to your firm as I am hard working, enthusiastic and reliable. I am person that thrives in a rapid-growth, high velocity environment. I am dedicated and eager to take deals to the close. Even though my previous job was in accounting I am convinced I can bring all I have learned to the table, both directly and indirectly. I am eager to learn from the best at your company, and I would love to build a successful career with you.

The enclosed resume expands on my qualifications and experience.  
Thank you for your time and consideration.

Sincerely,  
Aoife Cahill.