To whom it may concern,

I would like to apply for the Trainee Solicitor Programme. I have just sat the last 4 FE1s, having passed the first four exams (Company, Contract, Equity and Criminal) in my first sitting. I am fully committed to completing my training as a solicitor and to gaining more experience in the legal field. I am very ambitious and hardworking. I am very excited about the prospect of starting a new career. I would love the opportunity work in an environment that would both challenge and utilise my skills. I think I could contribute a lot to your firm.

I have 12 years’ experience working in a pressurised, fast-paced environment, supporting adults who are on the Autistic spectrum. This means I possess a great deal of patience as well as highly developed communication and interpersonal skills. I am also very experienced dealing with confidential information in a diplomatic and tactful manner. I am comfortable at working with all levels within the organisation including the director of services, service users and parents. I have good IT skills and an excellent telephone manner.

I have the ability to deal with problems and challenging behaviour in a calm, professional and creative manner. I believe that these skills are widely transferable to most work environments, not least the legal profession and that they would be very beneficial for this role.

My organisational and time management skills and my ability to prioritize and multitask have been honed in the last 3 years since I have been stand-in manager in the day centre. These were further developed when I got the duel position of Location Coordinator. In my time at this position, I implemented ideas that have contributed to the smoother and more efficient running of the day centre. I am self-motivated but above all, I believe in working for the benefit of the team.

I am enjoying the challenge of studying for these exams and have no doubt that this is where my future career lies. I would love this opportunity to both develop my career, while at the same time contributing to Byrne Wallace.

Kind regards,

Aoife Keane.