I would like to apply for the trainee solicitor role within Byrne Wallace. I have a Law with Business degree and have four years’ experience as a Legal Secretary.

I am highly organised, efficient and a great have attention to detail. I thrive in a fast-paced environment and am deadline driven. I am also proficient in several computer programs including Word, Excel PowerPoint and various other programmes. In past positions I’ve demonstrated an ability to learn quickly, solve problems, work well with others and produce quality work. I am confident that my past positions and enthusiastic attitude give me the skills necessary to flourish in this role.

My background skills and personality make me an exemplary candidate and I welcome the opportunity to meet with you to discuss how I may be an asset within this role. Please contact me at your convenience. I look forward to meeting with you and thank you so much for your time as well as the consideration you’ve given me.