Dear Byrne Wallace,

I am writing to express my interest in the Paralegal at Byrne Wallace. With my legal background and diverse experience, I believe I am an excellent candidate for this role.

I have built a strong foundation in the legal field through my academic achievements and practical experience. I completed a Bachelor of Arts in Law and Politics in NUIG, during which I was honoured to receive an Elite Athlete Sports Scholarship for swimming. This experience taught me discipline, time management, and the importance of teamwork.

To further enhance my legal expertise, I pursued two postgraduate professional diplomas in Law and Arbitration at University College Dublin (UCD). These programs equipped me with a comprehensive understanding of legal principles, dispute resolution mechanisms, and the ability to analyse complex legal issues effectively.

I had the privilege of gaining practical experience as a summer intern at Kilfeather and Co Solicitors in Galway. This internship provided me with valuable insights into the day-to-day operations of a law firm, honed my legal research skills, and familiarized me with legal drafting and document preparation.

Following my internship, I joined Orpen Franks as a legal intern in the Private Client department. Through this role, I have had the opportunity to work closely with partners and senior associates, contribute to case preparation, and provide assistance in managing client matters. Due to my dedication and strong performance, I was promoted to the position of Paralegal, where I have been entrusted with greater responsibilities, independence, and autonomy.

As a Paralegal at Orpen Franks, I have developed a meticulous approach to legal research, ensuring accurate and up-to-date information for the cases I am involved in. I have also been actively engaged in drafting legal documents, conducting client meetings, and assisting in court proceedings. My experience has allowed me to cultivate exceptional organizational skills, attention to detail, and the ability to thrive in a fast-paced legal environment.

Currently, I am in the middle of my FE1 Exams, a testament to my commitment to professional growth and ongoing learning. I am confident that my strong academic background, legal research skills, and practical experience make me a qualified candidate for the Paralegal position at Byrne Wallace.

I am highly motivated, possess excellent interpersonal skills, and am adept at working both independently and collaboratively within a team. My ability to manage multiple tasks simultaneously, while maintaining accuracy and attention to detail, has consistently allowed me to exceed expectations.

I would welcome the opportunity to discuss my qualifications further and demonstrate how my legal experience aligns with the requirements of the Paralegal role at Byrne Wallace.

Thank you for considering my application.

Yours sincerely,

Callum Ashton.