Ciara Lennon

63 The Bailey

Castle Farm

Naas

County Kildare

8th October 2021

Dear Ms. McManus,

I am writing in relation to the trainee solicitor position advertised on the firm’s website. I have obtained a 2:1 LLB (Honours) in Law from Dublin Institute of Technology. I have also gained experience across a variety of legal roles both in Dublin and New York City.

As a member of the corporate team I assist the fee earners with every aspect of their transactions from due diligence to post completion matters. This role requires the ability to manage several different transactions at various stages and also manage your own capacity to remain efficient. You must also ensure to maintain excellent relationships and communication across the wider team.

I have previously worked as a legal executive in the litigation department of a busy debt collection firm. Before joining Belgard Solicitors I was working as a paralegal for an attorney in New York City who specialized in entertainment and media law. My main focus in this role was contract review, drafting of agreements and legal research.

I believe that my legal knowledge from my studies, coupled with the practical experience gained in my previous positions, would make me a highly effective trainee solicitor. During my time in ByrneWallace, I have become comfortable with the fast pace and impeccable standard of work that the firm would require of a trainee solicitor.

I have attached a copy of my CV for your attention and hope to hear from you soon.

Yours sincerely,

Ciara Lennon