

Ciara Phillips
66 Westland Square
Sandwith Street Lower
Dublin 2

17th October 2015

Sinead Fox
HR Administrator
87-88 Harcourt Street
Dublin 2

Dear Ms. Fox,

Having graduated with a 2:1 degree in Law from Trinity College Dublin, I am writing to apply for the position of Trainee Solicitor at Byrne Wallace as advertised on your company website. My aim is to become part of a dynamic environment that not only enables its clients to prosper, but also allows for the professional growth and development of its employees. Byrne Wallace practice in a number of areas that interest me, in particular your Property/Real Estate department, and are a firm that I have a strong interest in training with.

My work experience in a Spanish law firm dealing with commercial and tax issues reaffirmed my goal to pursue a career in this area. I learned how to use my foreign languages effectively in a business environment whilst visiting clients, preparing documents and meeting with other professionals. As a Legal Intern at Denis I Finn Solicitors, I have gained first hand experience in their conveyancing department dealing with both private and corporate clients. My role involves drafting correspondence and dealing directly with clients and lending institutions, drafting Contracts for Sale and Deeds of Transfer, replying to Objections and Requisitions on Title, raising and replying to pre-contract enquiries as well as dealing with Land Registry queries. I am also responsible for stamping Deeds in the office and I regularly submit applications for registration to the Land Registry. This experience has reinforced my desire to pursue a career in the legal sector and more specifically, in a law firm committed to excellence. In my capacity as a Sales Assistant at The Kilkenny Shop, I have developed excellent communication and interpersonal skills and raised my awareness of business concerns in the retail environment. I am responsible for dealing with customers, ascertaining their needs and providing them with customised solutions. I also use initiative to find solutions to customer problems in a calm and positive manner. I have learned how to use retail key performance indicators and to take into consideration the profit margins of items sold in store in order to maximise company profitability. Furthermore, I have developed and maintained good working relationships, with both those in senior positions and newcomers, as well as providing a friendly and professional customer service.

I believe my friendly and approachable nature and my strong work ethic would make me a valuable addition to the team. I look forward to hearing from you, and I am available to interview at your convenience. Thank you for considering my application.

Yours sincerely,

Ciara Phillips