# *Claudia Ingoldsby*

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**Att: HR Department**

Byrne Wallace Solicitors,

88 Harcourt St,

Saint Kevin's,

Dublin 2

18th October 2017

**Re: Trainee Solicitor Application**

Dear Sirs,

I refer to the above matter and to your Trainee vacancy as advertised online.

I am a Law graduate from Dublin City University, who has sat and passed three FE1 examinations in March 2017. I am extremely interested in joining Byrne Wallace as Trainee Solicitor and I feel that I have the necessary skills, drive and experience to make a competent and successful solicitor and an asset to any firm. I am a conscientious worker, attentive and diligent in all I do.

In February 2017, I took up employment as a legal secretary with Fagan Bergin Solicitors and was promoted to Legal Executive in March 2017. I am presently working in the firm on a full-time basis. Fagan Bergin Solicitors is a medium sized busy firm, and as such, I enjoy a lot of responsibility. I have developed many practical skills such as preparing and drafting legal documents, Dictaphone typing, independent file management and attendances on court to file documents. I have gained a strong knowledge in the areas of conveyancing, probate, litigation and personal injuries. I am dependable and a quick learner with an eagerness to further my skills.

I have also acquired valuable experience while working in a retail environment throughout college; it has taught me excellent time-management skills as well as how to prioritise within a fast-paced company. In such a large retail establishment it is essential to be able to work as part of a team as well as independently. It has taught me to work on my own initiative and I have gained extensive customer management skills as a result

As an individual, I am both enthusiastic and hard-working and am accustomed to operating in fast-paced, deadline driven environments and working as part of a team. I am enclosing herewith a copy of my CV which contains further details of my professional experience and qualifications. Should you have any queries regarding any of the above, please do not hesitate to contact me to discuss.

Thanking you in anticipation for your time and consideration.

Yours Faithfully,

**Claudia Ingoldsby**