7 Sydenham Road,

 Ballsbridge

 Dublin 4

 9th September 2019

Dear Sir / Madam,

I wish to apply for the legal traineeship in Byrne Wallace Solicitors.

I have successfully completed six of my FE1 exams and in October I will sit my final two exams in Constitutional and EU law with hopes of attending Blackhall Place in September 2020.

My most recent role was as a legal intern in the Legal Aid Board in Montague Court in Dublin. In this role I processed claims and applications for medical negligence and personal injuries. My role involved taking minutes during consultations with applicants and drafting post consultation letters from these meetings. I investigated the legal merits of the claim which the applicant is making and I assessed if legal aid should be granted. I drafted a summary of my findings to the applicant which were reviewed by the Managing Solicitor and sent to the applicant. I was also involved in cases before the High Court including a settlement and a motion. I drafted Affidavits which were sworn by clients and were filed in the courts.

As a trainee in Byrne Wallace Solicitors I would have the opportunity to develop my legal skills and become a well-rounded and successful solicitor. I would endeavour to make a positive contribution in your legal firm.

Yours sincerely,

Clodagh McGreal