September 23rd, 2024

To whom it may concern,

I am pleased to be writing today regarding my application for the Trainee Solicitor Programme that is available.

I am currently working in HSE Risk Management department that has given me exposure to achieving HSE's corporate governance objectives. This would entail developing SOP's [standing operating procedures], policies along with critical risk analysis with an aim of identifying and controlling current and potential risks. The skills and abilities that I have acquired within this role is vast and many of them are transferable soft skills that can be applied to any future legal role. As my position is at a corporate level, good time management and listening skills is essential as I need to constantly prioritise multiple demands from the national directors across the divisions who may have conflicting opinions. My role is to navigate through any ambiguity that ensures tasks are completed within designated deadlines whilst still at a high standard, this is mainly accomplished through thorough research. I have a continuous approach to learning whereby I have obtained 2.1 in LLB Degree in Law and have sat and passed all 8 Fe1 examinations. I also have certificates in fundamentals of GDPR, cyber security awareness, assessing my own leadership performance, presentation skills, overcoming unconscious bias in the workplace, being an effective team member and communicating effectively through open disclosure. I am currently enrolled in a 7-month leadership in management programme with HSE that aims to improve my knowledge and competence regarding manging practices in the workplace. I am also enrolled in the Kings Inn Advanced Diploma in Data Protection that will commence in October.

I have previously worked within the Insurance Industry, and this has given me experience in case management, disputes, and litigation. In my position within XS Direct Insurance, I worked as a dispute resolution claims handler whereby, I had to investigate and resolve any disputes relating to liability or quantum. If resolution is not be achieved, I would prepare the file for litigation and assist solicitors until a resolution achieved and the file closure whilst also keeping costs to a minimum. Within Aon I was responsible for handling and managing several client accounts that included wide range of insurances and global risks. This entailed drafting and reviewing insurance and reinsurance documentation including policies and reinsurance agreement meant consistent client liaison with a high level of attention to detail to ensure documentation was accurate within strict deadlines. This role helped me to become a more effective communicator. I underwent training in client relationship management and time management skills and took the lead on client facing meetings. This work experience is relevant to a career in corporate law because I was client facing from day one which ensured I was articulate, engaging, and approachable. I had to also use my initiative when dealing with challenges which is an important aspect within corporate law. Working within Aon has given me an understanding of coverage, claims, corporate and commercial insurance/reinsurance along with a wide range of corporate matters.

I have developed my ability to recognise and respond to the needs of the client, customer, and the business itself. With 15 years’ experience in the Insurance Industry, it has given me the ability to work within a challenging environment whilst keeping my critical thinking, organisational and communication skills at the forefront to ensure clients are satisfied with how their claim is being managed but also making informed decisions that is best for both the client and the business.

Thank you for taking the time to review my application.

Yours sincerely,

Colette Burke