Dear Sirs,

I wish to apply for the Trainee Solicitor programme as advertised on your website.

I am a recent Dublin City University Civil Law graduate and I also hold an Honours Bachelor qualification in Business Studies. I believe I meet all the criteria required for this role, due to my strong communication and interpersonal skills, which has served me well in the past allowing me to become an integral character both within the workplace and as part of college projects.

I have gained valuable office experience within the legal sector in my current position, as a legal executive in Hayes McGrath LLP and in previous employment in Niall Breen & Co. Solicitors. I also have an excellent standard of case management and customer care, which would prove beneficial to your high quality of legal services.

In my current position with Hayes McGrath LLP and in previous positions, I assist in the preparation of legal documents, conduct research in a variety of different legal subject areas, attend on Counsel in court, attend meetings, review Discovery documentation and draft Affidavits of Discovery etc. Throughout my employment history, I have been placed in positions of trust, especially in my current role, whereby I have been entrusted with the case management of personal injury files within my team. I am known to be careful, seek advice when required and to seek and take direction from my superiors.

Please find the accompanying CV which will provide you with further details of my skill set and academic qualifications. I appreciate you taking the time to read my application and I look forward to hearing from you.

Kind Regards,

Conor Coleman.