Byrne Wallace,

88 Harcourt Street,

Dublin 2,

D02 DK18.

15 October 2018

Dear Sir / Madam,  
  
I am interested in joining Byrne Wallace as a Trainee Solicitor. I am a very hardworking individual who is enthusiastic to learn. I have only recently transferred into the field of law, having completed the Diploma in Law through the Law Society in 2017/2018. I am also due to commence my LLM part-time through UCD in January which I hope will enable me to further my knowledge in different areas of Commercial and Media law.

In addition, I have also passed four of the FE-1 examinations to date. In March 2018 I passed the following subjects on my first attempt: Constitutional, Criminal, Property and Contract. In October 2018, I sat the remaining four.

I am currently working as a Paralegal in McDowell Purcell in the Public & Regulatory law department and I am on secondment in the Financial Services & Pensions Ombudsman’s bureau. I manage my own files and liaise directly with complainants and financial service providers on a daily basis. My main duties include: drafting correspondence to complainants and financial service providers alike, investigating complaints and drafting Preliminary Findings.   
  
Prior to this, I worked at AMOSS Solicitors as a Legal Intern in the property department and I gained a wide-range of skills and knowledge in this role. I finished up in January to take valuable time-off to concentrate on my studies. Whilst working at AMOSS, I provided secretarial support to four partners, three consultants and six solicitors and worked on a range of tasks; including filing, dictation, scheduling title documents, formatting documents and organising documents for closing.   
  
I have excellent interpersonal skills and love working as part of a team. I enjoy challenging experiences and work very hard to meet deadlines and achieve goals.   
  
I hope you will take my application into consideration and I look forward to hearing from you in due course.  
  
Yours sincerely,  
  
Deirdre O'Connor