Eanna O Connor

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Dear Sir/Madam,

I was excited to read about the vacancy for the role of Trainee Solicitor at Byrne Wallace. I am currently based in London, working as a Paralegal at Debevoise & Plimpton in their litigation department. I successful passed all 8 Fe-1s in 2016 and I’m excited to begin the next challenge of securing a training contract. Choosing a firm to train with is an important step to becoming a solicitor and I believe that Byrne Wallace would be the ideal firm due to its outstanding reputation as a leader in giving first class, client-focused legal advice.

I believe I am an excellent candidate for this role because:

* I have gained valuable experience at Beacuchamps Solicitors working as a Legal Executive in the field of commercial litigation and dispute resolution. During my time there, I worked on a small debt recovery team acting on behalf of financial institutions and managed over 400 mortgage files in an extremely busy working environment.
* During my time in New Zealand I worked as a Legal Project Coordinator at Chapman Tripp. This was a highly interesting and varied role as I was tasked with managing the firm’s entire catalogue of electronic discovery which involved a myriad of duties including uploading documents, objectively coding, classifying data, carrying out searches and drafting Affidavits of Discovery. I was involved in some largescale projects and lawsuits and the experience I gained was invaluable. Moreover, my leadership skills were greatly enhanced as I tasked with managing a small team of students who assisted our team on a daily basis. I have been trained in legal project managements systems such as Relativity, Case Logistix, Ringtail, IPRO and SharePoint.
* I have acquired a variety of skills during my time in University and in my working career such as public speaking, communication skills, project management, time-keeping, researching, meeting tight deadlines and targets, drafting skills, teamwork, and the ability to work under pressure.
* I’m confident that I would be a valuable addition to your staff because I’m diligent and ambitious and I thrive in busy working environments. I’m passionate about my work, the law and the commercial world as a whole. Moreover, I have an outgoing personality and I’m a team player – I enjoy doing projects on my own but I really embrace working on a team, helping each other and building relationships is an invaluable asset in the workplace.

I believe I can bring great value to Byrne Wallace and I look forward to discussing my capabilities in more detail. I am available for an interview at your earliest convenience and can be contacted at the number above. Thank you for your consideration.

Kind Regards,

Eanna O Connor