Dear Sir/Madam,

I wish to apply for the trainee position with Byrne Wallace solicitors.

I have a great interest in law, and I wish to pursue a career of a commercial solicitor. To date, I have obtained a degree in Economics, Politics and Law from DCU and Masters in Commercial Law from UCD. I have also passed five FE1 exams and I expect to pass the rest in time to start the PPC1 course in September 2017.

Currently, I work as a legal assistant with a boutique law firm Louise M. Corrigan & Associates. I assist the principal with advice, preparation and submission of applications for Irish companies that wish to expand to the US and for US companies looking to expand/relocate to Ireland. Previously I worked with the Immigrant Council of Ireland where I have gained an extensive experience of working in the area of immigration law and policy. I also volunteer with the Free Legal Advice Centres (FLAC) as a legal assistant, assisting lawyers during clinics in various areas of law. Throughout my work experience, I have improved and developed various transferable skills such as legal research, drafting legal documents, interpersonal and organisational skills.

As a token of recognition for my work with the FLAC, I was awarded Golden Pin Award. Furthermore, I have been offered a contract by the Department of Justice to work as a member of the case processing panel of the Irish Naturalisation and Immigration Service and the Office of the Refugee Applications Commissioner. As a panel member, my task will be to consider cases and to draft recommendation reports, capable of withstanding the scrutiny of the judicial review process.

Overall I am a hardworking and driven individual and excellent communicator with three languages. I pride myself on my enterprising attitude, energetic approach and the ability to think outside the box. I am highly adaptable and get on well with other people.  I am meticulous and thorough with an eye for detail and I have a proven record of problem-solving. I love challenges and never shy away from hard work. In addition, I am a fast learner and a reliable person, I am well able to work under pressure and to meet tight deadlines.

I have a keen interest in becoming a trainee solicitor with Byrne Wallace solicitors. Traineeship with your firm will provide me with an excellent opportunity to work alongside and to learn from a team of highly motivated and talented individuals with the real passion for what they do.  It will also give me a great exposure to first-rate commercial transactions, stemming from a nationwide client base. This will help me to develop my skills and talents further for the benefit of your firm. I believe that my experience, skills, natural qualities and passion for succeeding will allow me to fit in well within Byrne Wallace.

Please see my CV for more information.

Kind regards,

Edward Fortune