

Elizabeth Keyes  
0870672166  
[ekeyes10@gmail.com](mailto:ekeyes10@gmail.com)

Coordinator of the Trainee Programme  
ByrneWallace  
88 Harcourt Street  
Saint Kevins  
Dublin 2

19<sup>th</sup> October 2020

**Re: 2021 Trainee Solicitor Programme**

Dear Sir/Madam,

I wish to apply for the above programme, which I was informed about through the ByrneWallace website.

I can appreciate that in order to be suitable for this programme the individual must display a strong work ethic and ability to work in a fast-paced environment. My current role as Legal Executive to the Managing Partner of Hayes McGrath Solicitors, one of Irelands leading defence litigation firms, has allowed me to develop notable time management and organisational skills required in order to work efficiently and effectively. I often have many conflicting court dates and deadlines that require the creation and maintenance of a codified system in order to keep all of these in focus.

I also understand that the successful candidate will need to be highly skilled in communications and teamwork. As can be seen from my CV, my experience as a Leader with the Meitheal Youth Leadership Programme and a volunteer at Barretstown, has equipped me with the interpersonal skills required for working successfully as part of a team, enabling me to effectively communicate with colleagues. It also permitted me to be adjustable to different work environments, allowing me to create a motivational atmosphere for the maintenance of strong morale whilst encouraging high performance from others throughout team projects. I utilise these skills on a daily basis in my Legal Executive capacity and in my capacity as a member of the Opening Team wherein my team and I have created and developed a standardised system which has transformed the way in which files are effectively opened and set up on Keyhouse, our online database, which aims to ensure ease of access for our staff and ultimately maintain client satisfaction.

With regards to my dedicated work ethic, I am a highly ambitious individual, enthusiastic about my career and am an excellent team player. I have demonstrated these qualities throughout my education and work experience thus far. On a personal level this is reflected in my academic achievements and extra curriculars. On an interpersonal level I have always thrived in a team setting and I work very well with others.

I am confident that my prior experience and skills would certainly be of benefit to ByrneWallace for this programme and in the future. I would be delighted to further discuss any aspect of my application at your earliest convenience and can be contacted anytime as per my details listed above.

Yours faithfully,  
Elizabeth Keyes.