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ByrneWallace
88 Harcourt Street
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21st October 2020

RE: 2021 Trainee Solicitor Programme

Dear Sir/Madam,

I am writing to apply for the ByrneWallace Trainee Solicitor Programme and enclose my CV for your consideration. I am a Maynooth University BCL (Law and History) graduate, currently working as a Grade V Administrator in the Office of the CEO of the HSE. I graduated with a high 2:1 and was first in my final year BCL (Law and Arts) class. I have passed 6 FE-1 examinations which I began in March 2020. I am due to sit my final two in November 2020.

I have gained many skills through my studies and work experience which are beneficial for a career in law. Whilst working as an Administrator in the Office of the CEO of the HSE, I have gained analytical and editing skills by proof reading important documents for the Head of Corporate Affairs. I also gained legal writing skills by taking minutes at legal meetings. I have the ability to manage high volumes of work. I cover the role of PA to the CEO of the HSE when my colleague is on leave. When covering this role, I also provide assistance to the Head of Corporate Affairs. This involves preparing legal files, proof reading reports and liaising with law firms, such as Byrne Wallace. I worked in Turley Kelly & Company solicitors during my studies, gaining experience of helping in the issue of contracts, preparing legal letters and dealing with clients. This provided me with valuable insight into the workings of a law firm.

My time working as a legal secretary in a general practice firm resulted in my desire to become a solicitor, whilst my time in the corporate division of the HSE confirmed that a commercial law firm is where I wish to embark on a career. I believe ByrneWallace is the ideal law firm to start my career due to its reputation as a leading commercial law firm. The firm's wide variety of expertise particularly appeals to me. My time in the HSE has led to me gaining an interest in healthcare law and employment law. I believe Byrne Wallace would be the perfect fit for me due to the firm's extensive experience in these areas, as well as in litigation and commercial law which I also have a keen interest in.

My work experience since completing my law degree has further confirmed that it is my ambition to become a solicitor. I believe my academic background and work experience have provided me with the skills necessary to be a real asset to the ByrneWallace team. Therefore, I hope you will consider me for this exciting opportunity.

Kind regards,

Ella Kelly