

Miss Emma Kerr  
7 Seabury Crescent  
Malahide  
Co. Dublin  
[missekerr@gmail.com](mailto:missekerr@gmail.com)

29 September 2022

Ms. Emily Murray  
ByrneWallace  
Solicitors LLP  
88 Harcourt Street  
Saint Kevin's  
Dublin 2  
[emurray@byrnewallace.com](mailto:emurray@byrnewallace.com)

**RE: Application for Trainee Solicitor – September 2023 Intake**

Dear Ms. Murray,

I am writing to apply for the position of Trainee Solicitor within ByrneWallace Solicitors. I have completed all Final Exams to date. I note the broad range of professional services that the firm specialises in and this encouraged me to apply for the role. I envision this position would allow one to “hit the ground running” upon qualification and this is the type of training contract I am eager to secure. I have previously worked in practice areas such as Employment Law, Contract Law and Litigation and Dispute Resolution.

I am currently working as a Paralegal for Irish Water in their Litigation and Dispute Resolution Department. Under the supervision of the Litigation and Dispute Resolution Lead Solicitor, I independently assist with the day to day management of all District Court matters. In order to complete this task successfully, I possess good communication and interpersonal skills such as negotiation and teamwork. I also offer support with the management of Circuit Court and High Court matters to litigation and settlement stages with minimal supervision. By being conscientious and attentive, my assistance with the management of these matters has led to successful results for the client and the business itself. While this role has been challenging at times, it has allowed me to apply my knowledge and skills that I have acquired to real matters and collaborate with the wider team to offer solutions.

Prior to commencing my role within Irish Water, I worked as a Legal Executive for AmTrust International Underwriters. In this position, I assisted in the drafting of commercial insurance contracts. As I worked as part of a small team, this allowed me to work on my own initiative and in turn, produced high quality work whilst also meeting tight deadlines.

Prior to this, I worked as a Legal Executive in Beale and Co., a corporate law firm specialising in Employment Law and Litigation and Dispute Resolution. I worked largely independently on progressing all Workplace Relations Commission Adjudications’ in conjunction with liaising with Counsel and the Respondents. This experience allowed me to develop strong attention to detail and taught me to prioritise my workload. I also assisted in the management of multiple Circuit Court and High Court matters.

I look forward to hearing from you.

Yours sincerely,

Emma Kerr