

**Ciara Loftus**  
**HR Manager**  
**ByrneWallace LLP**

Dear Hiring Manager,

I am writing to express my keen interest in your Trainee Solicitor Programme as advertised on your website. I am an ambitious and determined individual who continuously strives to ensure excellence both personally and professionally. I graduated with a First Class Honours degree, ranking third in my class from University College Cork.

I am a self-starter and I am not afraid of a challenge. In my professional life, I have consistently demonstrated my ability to manage multiple tasks and projects. I have proved my ability to work well under pressure holding a full-time position at AIB while simultaneously completing and passing all 8 FE-1 Examinations.

Time management and prioritisation have been essential to maintaining continuously excellent standards at work. I am confident these skills would be an invaluable asset to the legal team at ByrneWallace when faced with multiple important deadlines. I have learned to employ an innovative yet pragmatic approach to problem-solving in order to adapt quickly to changes and ensure compliance with laws, regulations, and company policies.

My responsibilities as Legal Data Analyst involve the sourcing and cleansing of data for new and existing NPE loans and ensuring the delivery of drive-by valuations for immovable property in line with ECB requirements. This requires strong analytical and critical thinking skills when conducting system checks, reviewing reports, and detecting errors. Attention to detail is paramount to ensuring the accuracy of reports.

I am client-orientated and a great team player with excellent communication skills both written and verbal. My priority is ensuring effective collaboration and communication with interns, partners and other stakeholders to ensure that company policy and regulations are adhered to and client queries are dealt with in a timely and efficient manner. I am confident that my ability to listen to clients, understand their needs, and convey information in a clear and concise manner would be an excellent match for ByrneWallace's commitment to delivering excellent service to their clients.

I am confident that I possess the requisite skillset and attributes to make a positive and valuable contribution to the firm by bringing a professional and practical approach to problem-solving.

My enclosed resume expands on my key skills and includes details of my academic achievements. I would like to thank you for taking the time to read and consider my application and I look forward to hearing from you.

Yours Sincerely,

Emma McGuire

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