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Byrne Wallace
Trainee Solicitor Programme
88 Harcourt Street
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RE: Application - Trainee Solicitor Programme, Byrne Wallace

Dear Byrne Wallace,

I wish to apply for the Trainee Solicitor Programme at Byrne Wallace. I believe that both my academic and work experience suit the programme and would make me an asset to the firm.

From my combined experience working in Administration across relevant sectors, I feel that my skills would be suitable to the role of Trainee Solicitor. With over 14 years experience in the workplace, I have worked in the corporate, community and public sector.

In my roles as Executive Assistant and Senior Administrator, I have developed excellent organisational skills and attention to detail. It was my responsibility to provide a very high level of administrative support to the director, including reviewing and communicating on ministerial, parliamentary and branch briefing notes. These positions also developed my ability to be logical and analytical in approaching my work.

I have successfully managed and built strong stakeholder and client relations. I believe that strong interpersonal communications skills are key to developing productive and progressive relations with stakeholders and clients alike.

Through my experience working frontline with homeless people as a Community Rehabilitation Support Worker, I have gained experience working effectively under pressure and realised the importance of working efficiently within a team. I also learned to navigate a complex housing system within which to advocate and support homeless people into housing.

The decision to change course in my career was not taken lightly. Although I have not worked in a law firm before, I believe that my many years experience and the skills I have acquired along the way make me a strong candidate. I am committed to this course and I am driven to excel in a respectful, diverse and dynamic law firm. I believe in the values that Byrne Wallace stand for and the ethos that drives the firm. The principles of human rights, social justice, equality and community participation are also important to me and I believe that in becoming a solicitor I can continue to adopt those important principles in the workings of our legal system.

I look forward to your response and the possibility of further discussing my skills and experience at interview.

Yours Sincerely,

Emma O'Farrell