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Dear Colleagues

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I am writing to express my interest in the Trainee Solicitor position at ByrneWallace LLP, as advertised. Currently, I am employed as a Paralegal in the Commercial Property department in ByrneWallace LLP, where I have gained indispensable experience and knowledge. I am keen to develop my skills further and take the next step in my career by pursuing a traineeship with ByrneWallace LLP.

In my current role as a Paralegal I have continuously grown my skills in drafting legal documents, managing day to day administrative duties for various fee earners, liaising with solicitors on important commercial property projects as well as broadening my knowledge in understanding more complex areas of commercial property in order to support my department with their cases. This hands on experience has not only allowed me to learn but has also allowed my confidence to grow. It has strengthened my commitment to becoming a qualified solicitor.

I am particularly drawn to ByrneWallace LLP due to its outstanding reputation for delivering high-quality legal services. I am excited about the opportunity to contribute to your firm's success and support its esteemed legal professionals in delivering exceptional client service.

I believe my background as a Paralegal has prepared me well for the challenges of a traineeship. I possess strong organizational skills, a keen attention to detail, and the ability to work collaboratively in a fast-paced environment. I am enthusiastic about the prospect of working as a Trainee Solicitor and am confident that my strong work ethic, dedication, and willingness to learn will make me an ideal candidate.

Thank you for considering my application. I look forward to the possibility of contributing to the success of ByrneWallace LLP as a Trainee Solicitor.

Yours sincerely,

Emma Purdy