
Emmajane Reidy Lloyd – Cover Letter

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To whom it may concern,

My name is Emmajane Reidy Lloyd and I am a Graduate from Dublin City University, where I achieved my Bachelor's of Civil Law (Law and Society). After achieving my 2:1 degree, I began working in legal support staff positions to gain a broader understanding of the legal system and its function within legal firms. I worked extensively in Criminal Defence Law before proceeding into Personal Injury Law and subsequently settling into Land Law.. While working in these areas, I also began studying and preparing for my FE1 Legal Exams, of which I have sat and completed all 8, as of March 2023.

I am a dedicated worker who immensely enjoys working within the legal environment. Due to having worked in a number of different support staff roles, legal secretary and executive, I have gained extensive skill and experience which relate to all aspects of a legal position. I have actively worked with Principal Solicitors to gain as broad an insight into how to professionally and accurately work as a successful litigator. I am a dedicated worker who excels in any position, with a real passion for legal work, and with the hopes of gaining new insight in a new firm, such as yours.

I have exceptional legal secretarial skills and have experience in basics such as typing, filing, dictation, organisation of files and office communication. I have also enhanced legal skills such as legal documentation drafting, use of legal case management systems, swearing in of juries, extensive court attendance for cases, attendance at meetings with clients and barristers and legal research. I put in extensive care, skill and diligence into anything I am asked for and I am personally dedicated to obtaining as much experience as possible in a wide range of areas and therefore I am eager to learn and begin working.

I am of the belief that I cannot go any further in my legal career as an executive and it is time to continue my legal journey by becoming a Solicitor and I am hopeful that I can begin such a journey in Byrne Wallace.

I have attached my Curriculum Vitae with my application. If you require any further information, please do not hesitate to contact me.

Many thanks for your consideration,

Emmajane Reidy Lloyd