

Gemma McCaffrey
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Dear Sir/Madam,

I am currently a Company Secretarial Administrator at MaplesFS who is keen to pursue a career as a solicitor. Though regularly liaising with the trainees in the respective legal departments of Maples and Calder, I have gained an understanding of what is required of a trainee solicitor and I am confident that I am more than capable of carrying out this role to the highest of standards. Through my work experience in MaplesFS I have developed the skills to succeed in an office environment, while continuously ensuring that I am developing my personal development. I have recently commenced a course in Investment Funds through the Institute of Bankers, which I believe will give me a sound understanding of the legal sector in Dublin. I am an extremely driven individual, and I am passionate that a traineeship as a solicitor in Byrne Wallace is the next step in my career.

I have gained a MSc in Management and Corporate Governance and an undergraduate degree in Law at Queen's University, Belfast. My entire education has been tailored towards a career as a Solicitor. I have a strong desire to broaden my experience in this area and to be able to apply the theory that I have learned to practical situations.

I have excellent communication skills with the ability to listen carefully and to provide suggestions about running the office that can benefit the company. I am trustworthy and dependable with the ability to be discreet and keep confidential information private. I always present myself in a professional manner even when faced with difficult situations.

I have a great eye for detail, excellent mathematical skills and the ability to manage my time wisely. The attached CV includes a detailed look at my education, work history and skills that are the most relevant to this position. I am sure that I can be a great asset to your company and I look forward to meeting with you soon.

Kindest Regards,

Gemma McCaffrey