Byrne Wallace

87-88 Harcourt Street,

Dublin 2,

Ireland.

 20th October 2015

**RE: APPLICATION FOR TRAINEESHIP**

Dear Sir/Madam,

I refer to the above and confirm that I am very interested in the training contract your firm has to offer. I have all fe1s and experience working in commercial law and am eager to qualify as a solicitor as soon as possible. I want to do so in a firm with an excellent reputation which develops trainees to reach their potential and offers a challenging, yet supportive environment. Byrne Wallace was voted Employment firm of the year in 2015 and it would be a privilege to be a part of such an impressive company.

I have passed seven Fe1s and am waiting on the results of my final one which I sat last week. I have a BA and LLB from NUI Galway and have over four years experience in law. I also have experience working in real estate and retail.

My current role in Beauchamps Solicitors as a Legal Executive has expanded the skills I developed in general practice. I manage an extensive workload in debt collection which involves drafting court documents, serving and filing of same, liaising and corresponding with court staff, summons servers, clients and defendants as well as managing court lists, instructing agents, preparing briefs, supporting fee earners, preparing reports and drafting proceedings. I also get to go to the Four Courts on occasion and attend counsel.

I have learned how to conduct myself in a corporate environment working with people from different teams. I have developed my ability to work under intense pressure efficiently. I have gained extensive knowledge in debt collection and have developed skills in communicating at board meetings. My time at Beauchamps has given me a real insight into corporate law and has made me realise it is the area of law I want to work in.

During my time at O’Donnell & Sweeney I had files to progress in a wide range of areas such as Probate, Conveyancing, Family Law, Criminal Law, Debt Collection, Personal Injury and Employment Law. I worked to tight deadlines and used my problem solving skills and initiative to assist clients and support the solicitors. I obtained great satisfaction in obtaining grant of probates, completing conveyancing transactions, and obtaining personal injury offers of compensation.

I learned how to conduct myself in court, how to deal with distressed clients, the practical side of working in a whole host of different legal areas, how to overcome problems, to prioritise my work in order of urgency and how to correspond as a lawyer.

I worked as an office coordinator in a real estate company in London. A lot of my work involved drafting tenancy agreements and negotiating with landlords and tenants. I was responsible for the day to day running of the office and thrived in the pressurised environment.

I also completed several legal internships in firms such as Dawson Cornwell and HCL Hanne & Co where I got to attend court and work with partners of the firm.

I am highly motivated and enjoy working as part of a team. I have excellent communication, organisational and problem solving skills. I am eager to get qualified in order to work on even more interesting projects and get the opportunity to manage a team.

If you require additional information please do not hesitate to contact me.

Yours sincerely,

Genevieve Gallagher.