

ByrneWallace,
88 Harcourt St,
Dublin 2,
D02 DK18

29th October 2020

RE: Trainee Solicitor Programme

Dear Sir/Madam,

I am writing to you to express my interest in the Trainee Solicitor Programme offered by ByrneWallace. I am a graduate in Irish and History from UCD. I also hold a Postgraduate Diploma in Law from the Law Society of Ireland and have completed all eight FE1s. In the past, I have worked as a Legal Executive and Paralegal. I am a strategically minded, detail orientated, motivated and results-driven person who strongly desires a career as a Solicitor and truly believe that ByrneWallace is the ideal setting to embark upon this profession. I know the opportunities ByrneWallace offer are unrivalled for professional growth and development.

Having worked as a Legal Executive and Paralegal across a variety of law firms I have developed many skills which I can bring to ByrneWallace and be an immediate contributor to the firm. I have vast experience in managing multiple cases during busy periods, leading and participating in team projects and working to deadlines. At every step of my career, I have brought dedication, energy, drive and enthusiasm. Such experience has enabled me to develop exceptional leadership, communication and interpersonal skills, an excellent eye for detail and an ability to work as part of a team. All of these skills are of the utmost importance for any future Solicitor. Further, my ability to undertake the FE1 examinations while balancing a full-time job in a legal practice demonstrates my commitment, flexibility, time-management and ability to prioritise tasks.

Experience, hard work and strong communication skills are invaluable assets in any potential Trainee Solicitor. I believe that I am an ideal candidate for the Trainee Programme in ByrneWallace as I can bring a hybrid of experience, professionalism and enthusiasm to any team, while continuing to learn, adapt and excel at all times. I would welcome the opportunity to discuss my interest in and desire to train with ByrneWallace in more detail with you, and the skills and experience I can bring to the position.

I look forward to hearing from you.

Yours Sincerely,

Genevieve O'Mahony