Grace Lee

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88 Harcourt Street,

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Ireland.

To whom it concerns,

My name is Grace Lee and I am a twenty-four year old final year clinical law graduate from University College Cork (UCC). I have four FE1 Examinations completed since March 2018 and am currently studying to sit my final four this October 2018.

As an FE1 candidate and a future trainee applicant, I wish to expand my opportunities and gain experience in a leading Irish law firm, such as Byrne Wallace Solicitors. I am currently a Legal Assistant in the Plaintiff Litigation Department at Holmes O’Malley Sexton Solicitors (HOMS). Having been same for a year now, I have gained in depth experience in Litigation and would now like to expand my knowledge and familiarize myself with Commercial and Corporate law.

I believe that I possess a number of skills that Byrne Wallace would look for in an ideal candidate for the traineeship programme. I am an analytical thinker, an active listener and a team worker. Most importantly, I am an energetic person and an extremely hard worker. I understand and value a committed work ethic in all tasks that I take on. I have demonstrated this throughout my work placement at Fitzgerald Solicitors, my university experience as an active member of clubs and societies and through my current role as Legal Assistant at HOMS.

I have been involved in a number of positions that have allowed me to develop extensive communication, teamwork, and leadership skills. As a member of FLAC (Free Legal Aid Clinic), I have experience in exercising discretion, organisation and confidentially in all my affairs. I have a proven track record of developing excellent working relationships with my colleagues in a both work and academic environments. As a legal assistant, I am given a great deal of responsibility within my firm which has pushed me to adapt in challenging situations. This has allowed me to simultaneously apply my legal knowledge in a practical way and has greatly influenced my personal development as a future Solicitor.

I believe my work ethic coupled with my experience to date will be very beneficial as a future trainee solicitor and I am confident in my ability to contribute to the success of the firm.

Thank you for taking the time to consider my application and I would very much welcome the opportunity to take my application a step further at interview.

Yours faithfully,

Grace Lee