ByrneWallace LLP

88 Harcourt Street

Dublin 2

Dublin

By: Online Application

17/09/2022

**Re: Job Application for Trainee Solicitor**

To whom it may concern,

I am writing to apply for the role of Trainee Solicitor (commencing 2024) which I saw advertised on Linkedin.ie. I just graduated from the University of Limerick where I obtained a 2.1 in a Bachelor of Laws with French. Currently, I am employed as a legal secretary at Mary Murphy Solicitors, where I am gaining valuable legal experience in personal injuries litigation, probate, and conveyancing I am also studying for my FE-1s which I am undertaking this year. I plan on having all my exams taken by October 2023.

My goal is to become a solicitor and I would love to have a long and diverse career in the industry. I think that working at ByrneWallace LLP is a fantastic opportunity to achieve this goal and the firm appeals to me for many reasons. One reason that the firm interests me is the fact that it is a full-service law firm. I know that as a trainee I would get the opportunity to work in many different areas which would help me to discover areas that I would enjoy practicing. One area that I find particularly interesting is the work that the firm does with the public service. As part of my Cooperative Education with UL, I got to work with Cork City Council, which was a very formative experience. I worked on the Accounts Payable team, and I developed a good understanding as to how Councils are operated. I formed strong relationships with my colleagues there and I believe that this work experience would be beneficial when interacting with your many public sector clients.

I believe that I have the necessary experience and skills to excel in this role. At Amoss Solicitors and Mary Murphy Solicitors, I learnt how to support the needs of solicitors on a daily basis. These roles have also taught me the professional etiquette required at a commercial law firm. I have excellent IT skills and am familiar with case-management systems including Evolve and Keyhouse. I also have the requisite attitude required for a trainee solicitor. I am highly motivated with a strong work ethic and can meet deadlines. I also have an aptitude for process improvement which I developed at Cork City Council, which I believe is a necessary skill for a trainee solicitor to have. I also have strong customer-service skills developed from retail and hospitality, which I believe is an essential skill in communicating with future clients.

I’d welcome the opportunity to speak with you if you feel I’d be a strong candidate for this or any future position in your organisation.

Yours faithfully,

Grace