

Hannah Leen
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Dublin 8

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ByrneWallace
88 Harcourt Street
Dublin 2
Ireland

To whom it may concern,

I wish to formally apply for a training contract with Byrne Wallace Solicitors. Please see also my CV which outlines my experience and education to date. I would make a powerful addition to the team.

A quick learner – prioritising tasks well and hard work come naturally to me. Whilst studying for both my masters and my FE 1 subjects I juggled my successful studies with full-time work. This speaks to my determination, strong work ethic and motivation. This experience tested my ability to organise my time and prioritise and I grew through this.

I have thoroughly enjoyed my experience in the legal field to date and wish to continue it with Byrne Wallace. Working with MacCarthy & Associates I have gained experience within the areas of family law, health & social care law and child care law as well as probate, debt claim, employment law and conveyancing. I have a keen personal interest in all areas of child care law, administrative law and health & social care law. Throughout my years at MacCarthy & Associates I have frequented the High Court to attend at the Special Care List and the Wardship List. Byrne Wallace, representing the Child and Family Agency, numerous hospitals and a number of other public bodies, is the perfect place for me to train and immerse myself further in these areas of law.

I have a love for property law and have worked on a large number of transactions, lease negotiations and registrations. As noted by Ms Alison O'Sullivan on your recent webinar, property law is an area with everyday applications and I enjoy making a tangible difference in a client's life. I have an eye for detail and think two steps ahead at all times, a skill my principal solicitor has found very useful.

I work closely with the principal solicitor daily and have learned a wealth of legal skills. I have a great deal of hands on experience managing the busy office as well as the principal solicitor's busy schedule. I attend to dictation and scheduling while juggling my own court commitments and drafting all the while adhering to strict and competing deadlines. I am not afraid to take initiative and thrive on getting the job done. I develop trusting relationships with our clients and understand the value in maintaining those relationships. I am flexible and give each task my best effort. I find that working in a small boutique law firm has given me the opportunity to jump in the deep end and learn by doing and I am thankful for it. I take on a great deal of responsibility and know which questions to ask and when to ask them.

I admire Byrne Wallace as firm. As I currently work at a firm which specialises in child care law, I can see first hand the dedication and commitment Byrne Wallace gives to each case. I keep up to date with the news and publications on your website. I found your Covid focused insights to be succinct and informative - exactly what professionals and clients need. The

charitable initiatives taken on by Byrne Wallace are ones close to my own heart. I spend a great deal of my time investing in similar activities as the youngest Director on the board at First Steps and a volunteer befriender with Mercy Law Resource Centre.

As I hope you can see from my application I am a motivated, cheerful, ambitious person and I look forward to discussing my interests and future with you. Becoming a member of the Byrne Wallace team would be a fantastic step forward in my career. I would enjoy working alongside each member of the team and becoming a valuable colleague. I thank you for your time. Please feel free to contact me to discuss this opportunity further. I am available for interview at a time suitable to you and I look forward to hearing from you.

Kind regards.

Yours sincerely,

Hannah Leen