

# **HANNAH TORPEY**

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Byrne Wallace LLP

Re: Traineeship 2023

19 September 2022

## **Dear Colleagues,**

My name is Hannah Torpey, and I would like to formally present myself to you in relation to the advertised Traineeship position for 2023.

I am currently working as a Paralegal in a firm in Dublin and am keen to take my career to the next step. I have considerable experience working in both the legal and corporate world, as well as experience working for a multi-national company. I bring a competitive skillset, which I believe will be of great value to your firm.

I am versatile and have a range of experience and knowledge which gives me the confidence to work in any area, as well as respond to constructive criticism and developmental feedback.

Byrne Wallace LLP is a renowned and highly distinguished law firm with over 40 years' experience in Ireland. Your firm is progressive and embraces technology, something which is crucial to this new post-pandemic world in which we work. Having the opportunity to work with a firm as accredited as Byrne Wallace LLP and with a team as experienced as yours would be a privilege.

Through my current paralegal position, I manage various files and communicate constantly with clients, counsel, and solicitors alike. This position has taught me that attention to detail is of utmost importance, while ensuring that client needs are met in an appropriate and timely manner. I am confident that I can bring a professional, detail-oriented solution to any task I have given, if I were to be successful in this traineeship. I am a highly dedicated employee, and I am sure this dedication will translate to this position.

My attached CV details further work experience, as well as education and training I have received to date. I am passionate about this opportunity and look forward to the possibility of discussing this position further.

Sincerely,

**Hannah Torpey**