

Hannah Walsh
10 Cambridge Park
Ringsend
Dublin 4

Ciara Loftus
HR Manager
ByrneWallace

Date: 27 October 2020

Re: 2021 Trainee Solicitor Application

Dear Ciara

To date, working in ByrneWallace has been my most rewarding role. I have been brought along and encouraged to develop my skills the whole way through my time here. As a result, I have been given the confidence to make the decision to further my career within the legal sector. In particular, I would especially like to do so in ByrneWallace. I am therefore applying for the role of trainee solicitor in ByrneWallace.

For me, I've found ByrneWallace to be a positive environment that encourages collaboration and growth. Working as a legal secretary has given me the opportunity to work with most, if not all, of the partners and lawyers in my department. I have found that if you can show that you are capable, willing, and able to carry out all the tasks you are given, to a high standard and with precision, you will in turn be given more responsibility and independence, which is essential for development. This has allowed me to go beyond the role of legal secretary and it has given me a solid foundation and a good starting point to begin to step into the work of a lawyer. I have found this part of my job the most satisfying. I was recently given the opportunity to work on and prepare voluntary discovery from start to finish on a file. This involved me, by myself initially, drafting the affidavit of discovery, reading through the file and proceedings to date and gathering and deciphering which documents were relevant, which were not and, in turn, which categories of discovery the documents fell into. This was all done under the supervision of a partner in my department. We had regular meetings where we went through what I had done so far and what our next steps needed to be until we finalised the affidavit and had it sworn by the client.

I have also been given the opportunity to attend client meetings where I took handwritten attendance notes that I in turn typed up for the file. I have been asked to be a client's first point of contact on a particular matter which involves me taking detailed telephone attendances and passing them on to the partner leading the file. I also need to be familiar with the file so I can update him where necessary. I have reviewed files for lawyers when they have been busy and a query has arisen on them. I have also

attended at court offices to file pleadings and have done research on particular topics and areas of law at the request of lawyers.

During my time at ByrneWallace I have been given the opportunity to prove that I am capable of doing whatever is asked of me and I would like to be given the chance to show that I am also capable of undertaking the role of trainee solicitor. Being brought to court during the course of a trial hearing, for one of the matters that I had been working on, gave me the opportunity to witness first-hand the buzz and the cut and thrust of life as a litigation solicitor. It also gave me an excitement and fresh desire to get more involved in the world of law. As most of my experience is in litigation I would relish the chance to expand my experience by working in other departments.

I have mainly worked in litigation throughout my time as a legal secretary, not only in ByrneWallace but also in smaller firms. Nonetheless, I have had the opportunity, in previous roles, to be involved in other areas of practice such as conveyancing and probate.

I believe that being an experienced legal secretary and being a current employee in ByrneWallace I may have an advantage over some other candidates applying for the role of trainee solicitor in ByrneWallace. However, this only makes me more determined to prove myself capable and to prove that I would be a good choice, if given the opportunity, to take on the role of trainee solicitor. I also know that to secure a training contract in a law firm such as ByrneWallace is a privileged and a much sought after prospect for many candidates. I hope that I will be given the chance to show that I am proficient, hardworking, dedicated, proactive and that I have the common sense to use this opportunity to the fullest.

I would like to take this opportunity to thank you for considering my application and I hope to hear from you in the near future in relation to same.

Yours sincerely

Hannah Walsh