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Ms Emily Murray

ByrneWallace

88-89 Harcourt Street

Dublin 2

D02 DK18

25 September 2019

Dear Ms Emily Murray,

I am writing to you to apply for the Trainee Solicitor Programme in ByrneWallace. As a legal secretary within one of the busiest litigation departments in ByrneWallace, I have had the opportunity to showcase to my colleagues how my skills and abilities will suit a transition to a trainee role within the firm. I now ask that you accept my application so that I can illustrate this to you at interview. Please find enclosed a detailed CV.

My highly organised, efficient and adaptable nature; together with my experience in a busy legal department and experience within demanding customer service roles, bring some insight into the skills and abilities I can bring to such a role. I received a first class honours in my law degree and have successfully passed five of the fe-1 examinations. I will be undertaking a further two this October and will have all eight fe-1 examinations completed by March 2020. My hard working and extremely organised nature, ability to work on my own initiative and positive attitude, even at times of high pressure, will also be of benefit within such a position.

I have watched the progress of ByrneWallace in recent years and admiring the work the company does, I ask for the opportunity to experience and contribute within other areas of the business. I would relish the opportunity to take on a new role with greater responsibility and challenges. I look forward to hearing from you.

Yours sincerely,

Hazel McMullan