

**Holly McFadden**  
4 Ard Min an Iolair, Derrybeg, Letterkenny, Donegal  
Mobile: 0863628710  
Email: hmcfadden1995@hotmail.com

Dear Sir/Madam

The advertisement on your website for the Trainee Solicitor Programme matches the experience I have and also should provide the kind of challenge I am now seeking within my legal career. I would like to apply for a position on the Trainee Solicitor Programme. As requested, please see attached my CV.

I am currently working as a Legal Executive in Matheson on the Healthcare team. As you will see from my CV, I have experience in a number of tasks which I believe would allow me to excel as a trainee in a firm such as Byrne Wallace, for example drafting court documents, drafting detailed letters and emails, and liaising with both counsel and clients.

As you will see from my CV, I previously worked as a Legal Assistant in Eversheds-Sutherland. During my time there I was heavily involved in hearing preparation and court attendance. I have gained key skills which I believe would be essential to a trainee at your firm, such as attention to detail, organisation, communication skills and teamwork. This gave me the opportunity to build rapport with both counsel and clients confidently, which I believe is a key quality of a trainee at Byrne Wallace. While working in Eversheds-Sutherland I worked on the mortgage enforcement team which was volume litigation. As such, I have experience working in a fast-paced environment and dealing with the challenges that come with it. I believe these skills are transferable and will allow me to adapt to any department within your firm, should I get the opportunity.

I have always worked well in teams, and as you can see from my CV, my team won first prize at a presentation during my time as a Summer Intern in Eversheds-Sutherland Solicitors. I have further developed my teamwork skills working at Matheson, particularly working from home during the current climate and the need to actively communicate and work together. I believe such teamwork skills are key for a trainee in a firm such as Byrne Wallace.

I believe I could make a significant contribution to the trainee intake, and hopefully to your firm as a whole. I look forward to the opportunity of explaining how I can do this should I be called for an interview.

I look forward to hearing from you and can be contacted anytime by email or on my mobile.

Yours sincerely

Holly McFadden