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Byrne Wallace LLP
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Trainee Solicitor Programme

Dear Sir / Madam

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

I am currently employed as a Legal Executive on the Healthcare team at Matheson. I primarily deal with medical defence negligence, Medical Council complaints, consent issues and inquests, which I understand your firm specialises in. As you will see from my CV, I have experience in a number of tasks and responsibilities which would allow me to excel as a Trainee Solicitor in a diverse and progressive law firm such as Byrne Wallace.

As you will read from my CV, I previously worked as a Legal Assistant in Eversheds Sutherland on the Mortgage Enforcement team. During my time there, I was heavily involved in hearing preparation and court attendance. As such, I have experience working in a busy and fast-paced environment.

You can also read too, within my CV, the various modules I completed as part of the Matheson Virtual Experience Programme which have further broadened my legal experience. I believe the skills I have developed throughout my current and previous employment 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 will see from my CV, my team won first prize at a presentation during my time as an Intern in Eversheds Sutherland Solicitors. I have further developed my teamwork skills while working at Matheson, particularly while working from home during the current climate and the growing need to actively communicate and collaborate with one another and clients. I believe teamwork skills are key for a Trainee Solicitor in a collaborative law firm such as Byrne Wallace.

I have watched the progress of Byrne Wallace in recent years, particularly in relation to corporate transactions, and I admire the work you are doing. I believe I could make a significant contribution to your firm and 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 I can be contacted any time by email or on my mobile.

Yours sincerely

Sent by email, bears no signature

Holly McFadden

Enclosed: CV