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Emily Murray, HR Generalist

ByrneWallace LLP

88 Harcourt Street,

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Trainee Programme

Dear Ms. Murray,

After a delayed introduction to the legal world, and after having gained a substantial amount of experience, I am now enthusiastically writing to you seeking a place in your trainee programme. As one of the biggest law firms in the country, I am excited about the opportunity of potentially contributing to your firm.

Like with pretty much everyone else, the pandemic had quite an impact on my professional trajectory. I passed all FE1 exams in 2019 after getting some very useful hands-on experience in a small general practice firm. Then, at the start of 2020, I found a role as a paralegal in Arthur Cox’s Legal Technology and Innovation Services department. I had a short-term role as a Legal Executive lined up in another Dublin firm at the end of that contract. Alas, Covid and the resultant restrictions…

Anyway, I will explain what I learnt from my time working as a legal assistant, at first, part-time in Macarten O’Gorman Solicitors in Gorey, Co. Wexford. The diversity of the work done for clients in a general practice firm is what inspired me to consider doing the FE1 exams. For example: spending the morning putting together a Certificate of Title; then, in the afternoon, seeking Gary Doyle Orders; the next morning focusing on an Enduring Power of Attorney; then later preparing Brief for Counsel in an Employment matter

Then, working as a Paralegal in Arthur Cox (at first, in their LTIS department), I got to experience what it is like to work on large-scale projects with the latest technology and software, where my team was primarily concerned with ensuring Deeds were in order for the purposes of transactions of mortgage bundles.

After subsequent work plans in Dublin falling through in 2020, I went back to Macarten O’Gorman’s, where I stayed until summer 2021. Then, I spent time in Athens to focus on some personal projects.

Returning home, I again found work for Arthur Cox, this time for the Commercial department’s Employment team as the sole paralegal. The work in this department is much more varied and challenging than the previous role. I’m expected to take on similar duties to the trainees and the newly-qualified associates.

In the average day, I can do bits of work for up to ten different matters: from research, to making notes, preparing presentations, going to court to watch brief and, most importantly, obtaining employment permits for non-EEA employees in Irish companies. This requires staying abreast of the latest rules, liaising directly with the client to get all the necessary information and documentation and completing application forms (and, when necessary, contacting the Department of Enterprise, Trade and Employment) to get the employee their permits within tight timeframes. I also happily run errands when necessary, such as taking boxes of submissions to the WRC and organizing couriers to send briefs to counsel.

Now, after gaining all the exposure and experience listed above, I am very excited to embark on the next stage of my legal career and bring to your firm everything I have learnt to cooperate efficiently with my potential future colleagues.

Yours sincerely,

Hugh O’Gorman.