

Iris Mae Pebreda

+353 83 867 6435 | irispebreda.22@gmail.com

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Dear Hiring Manager,

I would like to express my interest in applying for the position of Trainee Solicitors at Byrne Wallace LLP. I am seeking an opportunity to work in an environment that is challenging and will allow me to make an impact. I believe that the position of Trainee Solicitor at Byrne Wallace LLP will provide me with an opportunity to be part of a progressive Law Firm and also allow me to contribute my skills and expertise towards a well-established organisation.

In my previous role as a Legal Executive at Ireland's leading Defence Litigation firm, I drafted and amended court documents and contracts, reviewed documentation, entered data into the case management system, monitored the progression of the files, arranged billings and communicated regular updates to the clients and the Partner of the department. A big part of the role required a high degree of communication skills as the tasks of a Legal Executive included negotiating settlement offers and terms, liaising with counsel, contacting experts, discussing the matter with the clients and assisting with their queries.

I am currently employed as a Human Resource Coordinator at CRH Europe and working at the Amsterdam, Netherlands Headquarters. A big part of the role includes inputting accurate people data to our HR information systems and ensuring HR personnel files are accurate and up to date. I also handle operational tasks such as work permit applications, promotions, transfers, restructures, internal communications and leavers. Another area of the role includes, working with the Payroll Specialist with seeking relevant management approvals to ensure smooth execution of monthly payroll. I also prepare and manage employment contracts, addendums and onboarding documentation to facilitate smooth new hire onboarding process.

I completed my Bachelor of Laws (Hons) LL.B with a grade of 2.1. Throughout my time in college, I was awarded with a full Academic Scholarship. During my time as a law student, I developed my research skills in many capacities by compiling and examining information specially during the completion of my dissertation. During my time in college, I was heavily involved in Student Life and I became the Students' Union President for the year of 2019/2020 in which I advocated for students' education, student life and well being at Dublin Business School.

I believe that my strong educational background and broad work experience makes me an excellent candidate for the position of Trainee Solicitor. I am confident that I will be able to perform the duties and tasks to a high standard.

I have successfully completed 8 FE1 Exams. I am now seeking a Training Contract so that I can further progress in my legal path. Furthermore, I understand that Byrne Wallace LLP is renowned for providing a high quality training, coupled with a great opportunity for career development. I believe it would be a great to gain practical experience across a number of different practice areas and I wish to broaden my legal experience and learn from a forward-thinking law-firm.

Please feel free to contact me at your convenience.

Yours faithfully,

Iris Mae Pebreda