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Iuliana Burcea

Cover Letter

04 October 2024

To: Byrne Wallace LLP

Trainee Solicitor Programme 2025

Dear Sir/Madam,

I would like to express my interest for a Trainee Solicitor role with Byrne Wallace LLP.

I got professionally qualified in Media Production in 2017 and subsequently, I had achieved the Diploma in Legal Studies in 2023 from The Honorable Society of King's Inns.

In the Courts Service I worked within the Legal Research & Library Services department with experienced legal professionals from whom I had gained extensive legal and administrative skills, which equipped me with knowledge of both theory and practice, enabling me to adapt fast, to take initiative, to manage projects in a creative and efficient manner.

The projects I have been involved in during my employment in the Courts Service were various: proofreading Bench Books, drafting procedures, assisting with the management of over 115 judicial assistants of the Superior Courts in Ireland on a daily basis, actively participating in the recruitment process of the judicial assistants, file management, knowledge management and related tasks, legal research, assisting judges in the CCJ and the Four Courts, assisting the management with training metrics, induction, learning and development and, also had the honour to be part of the Chief Justice's Working Group.

I have strong knowledge of IT operational systems, MOS, online content editing, and any type of video/audio media design/creation, web design.

I am multilingual, speaking English and Romanian fluently, Spanish and Italian conversational.

I am motivated to progress in my legal career and a trainee position would equip me with the essential skills and knowledge to qualify as a solicitor.

If you consider I may be suitable for this position, please don't hesitate to contact me. I would be delighted to attend an interview. Thank you for your consideration!

Yours sincerely,

Iuliana Burcea