8 Rathgar Villas

Rathgar Avenue

Rathgar

Dublin 6

Dear Sirs,

I am most interested in applying for a position as a trainee at Byrne Wallace. I am currently employed as a legal executive at Ivor Fitzpatrick and Company and have been so for over three years. I have completed a Post Graduate Diploma in Law at DIT and been awarded a Masters Degree in Sociology and a Bachelor of Arts Degree in Sociology and Anthropology from NUI Maynooth.

My time at Ivor Fitzpatrick and Co. has allowed me to learn how to perform as a legal professional in a high pressure, heavy work load environment. I have been given the responsibility of handling my own High Court files and have been tasked with achieving a high standard of results on behalf of our clients.

This experience has greatly enhanced my skill set in so far as prioritising a heavy work load and working under pressure while maintaining an excellent client relationship as well as paying close attention to detail when drafting legal documents such as affidavits, motions and settlement agreements.

As you will note from my CV I was able to gain valuable early legal experience while working for almost one year in the Courts Service and more specifically the Wards of Court office. This early immersion in legal documentation allowed me to gain a valuable insight into the world of the legal professional and encouraged me to return to college to commence legal studies.

My life experience is not limited to work however and I have spent one year travelling over three continents. This experience has had a profound effect on my outlook and has broadened my mind to other cultures and new ways of thinking.

As well as my experience travelling I have been involved playing hurling from a very young age. My years of team sport participation ensured that the ethos of the team and the principles of loyalty and commitment are central to my personality.

My work experience and involvement in team sports combined with my experience travelling have instilled in me a strong ethic of teamwork and a sense of independence and self-reliance. It is the combination of these qualities that leads me to believe that I could make a valuable contribution to your company.

The opportunity to work in Byrne Wallace Solicitors is one I greatly hope to avail of. Byrne Wallace is a leading firm with an excellent professional reputation and the prospect of exposure to experienced solicitors and partners and to work in a varied and client focussed practice is exactly what I’m looking for as a prospective trainee.

I look forward to hearing from you.

Regards,

J.Aidan Doran