To Who it May Concern

I am writing to apply for the current role of trainee solicitor and to outline my experience in the legal services sector. I believe I possess the skills, qualifications and experience necessary to make a significant contribution to your firm and am excited at the opportunity to join progressive law firm with a long tradition of legal service excellence.

I am currently in my fourth and final year of a Bachelor of Law degree (LLB) in Maynooth University and intend to complete my FE1 exams by March 2020.

I am currently employed as a legal intern and legal secretary with a highly regarded legal firm, managing the successful conclusion of a diverse and complex caseload of personal injury, civil and commercial liability claims. One of my key strengths is effective client management, having an excellent rapport with all clients and am the key contact on many client accounts.

I also have extensive knowledge on Documatics using Legal Evolve Platform, while also communicating with partners to advise on liability or quantum and instructions to medical experts. I have comprehensive experience in review of medical records including X-ray reports, medical charts and Nursing/Doctor case notes to ascertain treatment is in agreement with instructions from the client. I have experience dealing with both plaintiff and defence and have team leadership abilities in devising case strategy and planning, presenting it in the best possible manner for the client.

I keep current with all legal procedures and changes to the law, ensuring compliance with regulations. Focused and diligent, I possess outstanding prioritisation skills, managing all key commitments including careful case management.

I am a clear and concise communicator with excellent interpersonal skills, and can deal with a diverse range of clients, providing confidential and impartial advice. I possess an exceptional degree of integrity, judgement and tact in handling sensitive and confidential matters and am adept at working in a busy, fast paced environment.

Please do not hesitate to contact me through e-mail or phone at Jccaffrey09@gmail.com or 085-2092209 so we can arrange a meeting to discuss my application in greater depth.

Yours faithfully,

James Collins Caffrey