
Jeff Waldron
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Dear Sir/Madam,

I write regarding potential vacancies for the position of Trainee Solicitor within your firm. I am a graduate from DCU with a high 2.1 Bachelor of Civil Law degree and have completed all FE-1 exams as of December 2022.

I am currently employed at Joynt & Crawford Solicitors, a well-established boutique law firm, where I work within the conveyancing department, consisting of a team of partners, solicitors and legal executives. This is following 18 months working within the litigation department. Through these positions, I have honed my skills to a professional standard in drafting legal documents, interpersonal communication with colleagues, counsel and clients, and quick and effective problem solving. This is in extension to the skills I developed in private client matters at KOD Lyons Solicitors, a leading Human Rights firm in Ireland.

Your firm strikes me as an environment where I can excel and develop into a strong solicitor. I am proud of my experience to date, but believe your firm is where I can become even better. I know of the firm's expansive yet highly regarded practise, its devotion to ensuring its trainees receive excellent, on the job training and its respectable reputation within the Irish legal sector. Although I have a strong experience in litigation, I am eager to expand my expertise in further areas of law. I believe that within your firm, I can truly develop into an excellent lawyer while also contributing to developing your firm's legacy.

Given my experience, academic achievement, and determination to succeed, I believe I would be an ideal fit for this role and would be delighted to work with your impressive firm. Many thanks for your time and consideration.

Yours faithfully,

Jeff Waldron