

Jia Min Tan

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ByrneWallace LLP

88 Harcourt Street, Dublin 2,

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Re: Application for Trainee Programme

Dear Sir/ Miss,

I am writing to express my keen interest in the Trainee Program at Byrne Wallace. With a strong foundation in legal support, coupled with a diverse background that encompasses the Asian market, I believe I bring a unique perspective and valuable skills to your esteemed firm.

My experience as a receptionist has honed my client-centered approach, emphasizing positive client experiences and the professional delivery of information. I understand the importance of building strong client relationships and delivering exceptional full-legal services, values that closely align with Byrne Wallace's commitment to client satisfaction.

In addition to client-centered skills, my expertise in legal drafting and confidential data management makes me a candidate capable of handling legal duties efficiently. I have a track record of creating precise legal documents while maintaining the utmost confidentiality and data security—qualities that are crucial to Byrne Wallace's emphasis on trust and security.

Furthermore, my administrative proficiency, gained from my time as a file clerk, equips me to contribute effectively to administrative operations. My familiarity with office equipment ensures that I can seamlessly integrate into the dynamic legal field, where tasks often have tight deadlines. Efficiency and adaptability are qualities I consider invaluable in maintaining smooth workflows and delivering client satisfaction.

My non-legal work experiences have also been instrumental in shaping my skills and abilities. As a floor waitress, I learned the art of teamwork, adaptability, and effective communication in a fast-paced environment. These skills are transferable and essential for success in the legal profession,

especially in collaborative environments like Byrne Wallace, where cross-departmental teamwork is crucial.

Additionally, my background in the Asian market and proficiency in Asian languages offer a unique advantage. Diversity and inclusivity are cornerstones of today's global legal landscape, and my ability to bridge cultures and languages can facilitate deeper client connections and enhance collaboration within the firm.

Outside of work, my commitment to community involvement, professional development, and diversity and inclusion reflects values that align seamlessly with Byrne Wallace's culture. I have actively engaged in community service and ethical conduct initiatives, including negotiating with a Hong Kong company regarding their SDGs Game, an online platform that models business decisions with consequences. This aligns with Byrne Wallace's social responsibility initiatives.

I am also deeply committed to climate justice, an EU topic of great importance. My participation in climate justice fund meetings and contributions to the 2021 annual report underscore my dedication to this cause and its alignment with Byrne Wallace's focus on Corporate Social Responsibility (CSR).

Furthermore, my leadership roles and societal contributions have equipped me with strong negotiation, conflict-resolution, and organizational skills. These experiences highlight my commitment to making a positive impact on the community, a value that resonates with Byrne Wallace's dedication to social responsibility.

In summary, my diverse background, legal support skills, and commitment to excellence make me a strong candidate for the Trainee Program at Byrne Wallace. I am excited about the prospect of contributing to your team and the firm's continued success.

Thank you for considering my application. I am eager to discuss how my unique perspective and skills can contribute to the continued success of your firm. Please feel free to contact me at t.jiamin989@gmail.com to arrange an interview at your convenience.

Sincerely,

Lia Min Tan