Joanne Waters,

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Byrne Wallace Solicitors,

88 Harcourt St,

Saint Kevin’s,

Dublin. 11 September 2018

Dear Sir/Madam,

I would like to apply for the position Trainee Solicitor with Byrne Wallace Solicitors as advertised on the firm’s website. Please find attached my CV for your consideration.

I have graduated from University College Cork with a 2.1 Bachelor of laws degree and an LL.M master of laws degree. I have also graduated with a Graduate Diploma in law from BPP University in London. I have also gained relevant legal work experience where I have developed important skills to succeed as a lawyer. Recently, I worked as a Paralegal with Arthur Cox in Dublin where I have gained invaluable experience working in a top tier commercial law firm. At Arthur Cox, I was involved in several commercial and banking projects which were very interesting and engaging. This opportunity has taught me how to build strong relationships with all departments in an organisation. I worked effectively as part of a team to complete projects on time.

 I also worked as a Paralegal for John Gaynor & Company Solicitors in Dublin. In addition, I have also undertaken an internship with FitzGerald’s Solicitors in Cork, a commercial law firm. I believe that my strong work experience and education make me a highly competitive candidate for this position

I am ambitious, hard-working, focused and determined to qualify as a solicitor in Ireland. I have excellent commercial awareness and a positive can do attitude. I have excellent interpersonal and communication skills. I am very organised, willing to learn and capable of working as part of a team or on my own initiative. I am an excellent candidate for this role as my skills, qualifications and experiences closely match the role.

I would welcome the opportunity to discuss this position with you at an interview.

Looking forward to hearing from you.

Kind regards,

Joanne Waters.