**Justin Kelly**

The Square, Kilkelly, Co Mayo.

Email: Justinkelly14@gmail.com

Phone: 0876841305

Byrne Wallace LLP

88 Harcourt St

Saint Kevin's

Dublin

D02 DK18

Re: Trainee Solicitor

Dear Sir/Madam

I am writing to you to apply for the position of Trainee Solicitor as advertised on your website.

I am an Economics, Politics and Law graduate from DCU, and I have completed all 8 FE-1 Examinations. My previous employment has been varied to date, working in a shop, construction, hospitality, and a general practice law firm. One constant in all previous employment is that I am punctual, hardworking, and always have an open mind to learn.

In October of 2021 I began working in Paul O’Malley & Co Solicitors in Castlebar, Co Mayo as a Legal Executive where I gained an invaluable 7 months of practical experience. I worked closely with the principal solicitor, Paul O’Malley. This experience is exactly what I needed at this stage of my career as it gave me an insight into how to put the knowledge that I have learned into practice.

I was provided with a great introduction to life working in a legal office and it taught me the demands required of a solicitor. Paul provided me with guidance but also expected me to work independently and to be proactive. I feel my time working alongside Paul will be of huge benefit as I embark on the next chapter of my legal career. It has given me the added confidence to allow me to work independently and to back my own judgement.

I am currently working as a Legal Receptionist for Thomas J Walsh Solicitors in. Castlebar County Mayo. Some of my duties include scanning incoming post, answering incoming calls, managing solicitors’ appointments, managing files, and greeting clients. This is an enjoyable role, and it is beneficial in developing my soft skills since I am working on reception and dealing with a large volume of clients daily.

I now believe that I have the required knowledge, experience, and skills to commence a training contract. I am looking to find an environment where I can stay and progress for many years. The opportunity to begin the next phase of my legal career at Byrne Wallace LLP would be hugely exciting.

Thank you for taking the time to read this letter and I hope to hear from you soon. I can be contacted anytime on my mobile 087 6841305 or by email at justinkelly14@gmail.com.

Yours sincerely,

Justin Kelly.