Apt 173 Clifden Court

Ellis Quay

Dublin 7

**5th September 2022**

Byrne Wallace Solicitors

**BY EMAIL ONLY**

**RE: Trainee Solicitor Vacancy**

Dear Sirs

I write in reply to your vacancy for a Trainee Solicitor.

I am 33 years of age and have been living and working in Dublin for 8 years as a Paralegal in a City Centre law firm, where I have been primarily based in the Defence Litigation Department.

I am originally from South Lanarkshire, Scotland where I previously worked as a Criminal Law Assistant before working as a Specialist Civil Paralegal where I was based within the Debt Recovery, Family and Civil Departments.

I have a Degree in Criminology & Law, a Specialist Civil Paralegal Qualification and a Masters in Psychology.

I work daily with Legal Evolve, Word, Excel, Outlook with a strong focus on task management. I draft and prepare legal documentation and attend Court for Motions and Hearings, apply for RBA Certificates, arrange medicals and prepare Briefs on a daily basis.

I have passed 7 FE1s and I am due to sit my final exam this October. I have also applied and obtained a SUSI grant for a €3,500 contribution towards my traineeship fees for 2023.

I would be obliged if you would consider me for your advertised role.

I look forward to hearing from you.

Yours sincerely

KIRSTY INGLIS

(085) 246 1666

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