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Ms Emily Murray
ByrneWallace
88 Harcourt Street
Dublin 2

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Trainee Solicitor Programme

Dear Ms. Murray,

I would like to apply for a position in the Trainee Solicitor Programme as advertised on your website. I believe that I have developed various skills during my education and employment which would enable me to contribute to the development of your firm.

Having studied Law and German, I then completed an MSc in Forensic Speech Science. This illustrates my adaptability to new environments and my eagerness to learn and develop new skills. I subsequently obtained a position in a forensic speech laboratory, which involved working independently on a high caseload while also working as part of a team and contributing to discussions in relation to the growth of the business. During this time I refined my organisation, time management, and communication skills.

As a Judicial Researcher in the Four Courts I developed my legal research and communication skills, working with judges of the various Courts in accompanying them to and from court, conducting urgent legal research, proofreading judgments, and assisting in the drafting of material for legal conferences.

I further developed my communication, teamwork, and drafting skills as a Public and Regulatory Paralegal. I worked as part of a team, reporting to two solicitors while maintaining a high personal caseload. I communicated with parties on a daily basis and prepared correspondence on behalf of the client.

I have completed all eight FE-1 examinations and am currently undertaking an LLM in Intellectual Property and Information Technology in UCD, which I will finish in August 2020.

I am contactable at any time on my mobile or email address above.

Yours sincerely,
Karen Long