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Byrne Wallace LLP

88 Harcourt Street

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30 May 2023

**Re: Traineeship Vacancy**

Dear Graduate Recruitment Manager

I would like to apply for the position of Trainee Solicitor as advertised on your website. When reviewing the position requirements on your website I was excited to find that my qualifications and personal strengths align with the needs and core values of Byrne Wallace LLP.

I am a First-Class Honours Business and Law graduate from TUDublin with extensive customer service experience gained in the hospitality industry working in one of the biggest pub groups in Ireland, the Chawke Pub Group, where I worked for 7 years.

I have recently gained legal experience working in Beauchamps LLP.

I began my employment in Beauchamps LLP as a Law Clerk and within three weeks I was promoted to Legal Executive on a Commercial Property Team where I have gained extensive experience in a fast-paced, demanding and dynamic environment.

In the five months I have worked for Beauchamps LLP, I have worked on various Licensing Applications, such as Declaratory Applications, Section 6 Applications for rectification of licensed areas, and Music and Singing Licence Applications. Additionally, I am responsible for the monthly Special Exemption Order Applications for our clients.

I have worked closely with the team on large commercial and residential transactions with purchasers, vendors and lending institutions. I am responsible for lodging Land Registry Applications to Tailte Éireann, responding to any queries raised and relodging rejected applications.

At the forefront of my work experience is my excellent customer service skills and my client-centric approach to my work. I believe I would be an excellent fit for Byrne Wallace LLP as I can enjoy autonomy as I am a self-motivated individual, but I also work very well as part of a team. I am an extremely hard-working and ambitious individual. I work well under pressure and consistently meet deadlines, I can effectively manage and prioritise a large workload as I am extremely organised and dedicated to whatever task I am given.

I have excellent computer skills and I am highly proficient in Microsoft Office applications. I am a skilled researcher and compile research on properties in my position in Beauchamps, including downloading Folios from Land Direct, searching Local Authority Planning Databases for Permissions and obtaining company documentation.

I have experience drafting Statutory Declarations, undertakings, Declarations of Identity, Notices of Application, Affidavits, Company Secretary Certificates, Board Minutes, completion statements and invoices.

I am not only interested in all areas of the law but have a strong interest in business and people and would use my interpersonal skills to develop strong and lasting relationships with the prestigious clients of Byrne Wallace LLP.

I am very interested in working with everyone in Byrne Wallace LLP and given the skills and experiences outlined in my CV, I believe I will be a worthy asset to have working on the team. Additionally, I would be very grateful for the valuable skills and training I would receive whilst working as a trainee.

I have passed 8 of the Law Society FE-1 examinations and will be ready to begin my traineeship with Byrne Wallace LLP in the 2023 intake of trainee Solicitors.

I enclose my CV for your attention, and I would be delighted to attend for interview for your Traineeship programme.

Thank you for your time and consideration of my candidacy.

Yours faithfully

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**Katie-Ann Bushe**