

16th October 2024

Katie Browne
5 Clonard Drive
Dundrum, Dublin 16
Contact: 087-2113284

Hiring Manager
Byrne Wallace LLP
88 Harcourt Street
Dublin 2

Dear Hiring Manager,

I am writing to apply for the Trainee Solicitor Programme advertised by your firm. I graduated from Maynooth University in May 2022 with a First Class Honours Bachelor of Laws (LLB) Degree.

Since completing my studies, I have worked as a Legal Executive in two busy firms, working mainly within the areas of Conveyancing and Probate. I have experience in other areas also such as Personal Injury claims and I have worked on Licensing Renewal applications. My current role has included a hands-on learning approach. I have become proficient in the use of legal case management software and Microsoft Office, and I liaise with solicitors, banks, auctioneers, and county councils. I communicate with clients daily, both digitally and in a face-to-face setting. I am involved in drafting legal documents such as Contracts for Sale and Statutory Declarations. I assist with preparing SA.2 Probate forms and other Probate documents for lodgement. I work alongside Partners in helping to deliver an efficient, high-quality, and professional legal service to clients.

I am applying to Byrne Wallace LLP as I wish to further expand my knowledge, gain experience, and train in a progressive firm with specialties across a spectrum of practice areas. I have a keen interest in exploring practice areas such as Corporate Law, Litigation, and Employment Law. I would prove a successful employee/trainee at your firm by working alongside individuals from all sectors of the firm in helping to progress cases, and by being exposed to and involved in transactions. Byrne Wallace is focused on providing a dedicated service to clients, with a strong emphasis on ensuring that clients receive the best legal advice possible in each case. I can relate to and recognise the importance of the firm's values in everyday working life, particularly the emphasis on collaboration within the workplace which in turn promotes clients' interests and helps establish positive and lasting relationships with clients.

I am a highly motivated individual and possess great attention to detail. I work hard and consistently at each task that I undertake, and I am happy to work as part of a team. Both my current and previous employment experiences have allowed me to develop my oral and written communication skills, along with my interpersonal and organisational skills. I enjoy working in a fast-paced environment and I tend to hold my own, particularly when it comes to managing diverse workloads. I am always seeking new challenges, I am eager to learn and am currently looking to progress my learning experience. I have passed four FE-1 examinations to date and recently sat a further three examinations this October.

I would like to thank you in advance for reading my application and I look forward to hearing from you.

Yours faithfully,

Katie Browne