

KATIE SPILLANE
Legar, Kinnegad, County Meath

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Dear Sir/Madam

11 September 2023

Please accept my attached Curriculum Vitae (“CV”) in support of my interest in a Trainee Solicitor position with ByrneWallace Solicitors.

By way of background, I am a Graduate of BA (Hons) Criminal Justice Studies at Waterford Institute of Technology and have also completed an Advanced Legal Secretarial Diploma at the Pitman Training Institute. Currently working as a Paralegal with the firm. I have 4 FE1 exams complete and hope to sit my final four in October of this year.

As you will see from my CV I have varied work experience where I developed transferable skills such as good time management, organisation and communication skills. I am certain that this prior work experience coupled with my education would make me a beneficial asset to your firm. Ultimately, I am eager to learn and to continue developing myself. In this regard, I know that ByrneWallace Solicitors will offer me the opportunity to enhance my skill set whilst developing new skills for my long-term aspirations within the legal profession. My highly organised nature has helped me attain a strong academic record which reflects my diligence and dedication to my work. I have also played team sports to a high level (club and county camogie for Tipperary) where I developed a strong aptitude to perform well in a team. I am confident that my characteristics and skills, coupled with my friendly and approachable nature, will ensure I make a positive contribution to ByrneWallace. I would be honoured if I was given an extended opportunity to continue to grow and develop within the firm.

I look forward to hearing from you.

Thank you for your time and consideration.

Yours Sincerely,

Sent by email, bears no signature.

KATIE SPILLANE