Dear Sir/Madam,  
  
My name is Katie Sweeney. I am a legal professional with four years’ experience in various roles and departments, including Probate, Enduring Powers of Attorney, Litigation, Conveyancing and Employment Law. I have worked as a Secretary, a Trainee, a Paralegal and I am currently an Intern with Philip Lee LLP. I successfully passed four FE-1s in the October 2022 sitting and have since passed the remaining four which I sat in March 2023.

I hope to attend Blackhall in 2024 or as soon as the opportunity arises. I am punctual, courteous and work very hard to achieve the best results accurately and efficiently, which are necessary skills when working in a busy office environment.

I have experience managing several Probate, Enduring Power of Attorney, Wills and Litigation files. I would be very appreciative of an opportunity to discuss any job vacancy available, as I feel I would be the ideal candidate for the role; I am a team player with the necessary experience, but I am also very capable of taking my own initiative when the task requires it.

I can be contacted on my telephone number or via email which are listed in my CV attached. Thank you for your time.  
  
Yours Faithfully,  
  
Katie Sweeney.