

Kelly Lynch
10 Gainsborough Lawn
Malahide
County Dublin

Crona McLoughlin
ByrneWallace
88 Harcourt Street
Dublin 2

Dear Ms. McLoughlin,

I am writing as an expression of my interest in the trainee solicitor position with ByrneWallace. I am extremely interested in joining ByrneWallace as a trainee solicitor as it is recognised as one of the top law firms in Ireland. I have the relevant experience to secure the trainee position, along with experience working in the firm. During my time as a legal secretary with the firm and with Martin & Gately Solicitors, I have gained a high level of knowledge in relation to not only the position of legal secretary, but also that of a trainee. I thoroughly enjoy my work currently and I am eager to remain with ByrneWallace in order to further pursue a career as a solicitor.

I have detailed my university exam results, where I graduated with a 2:1 degree. As is evident from my CV, my interest in law expands far beyond the classroom and I am extremely eager to develop this interest further by maintaining a career in the legal sector. My self-motivation and eagerness to consistently further my knowledge is illustrated by the fact that I completed two internships during the summer of 2013, which were not required by my university and which I obtained of my own accord. These internships served only to further encourage me to pursue a career in law. Further to this, I am currently working full-time as a legal secretary in the Corporate Department whilst studying for my FE-1 examinations in order to maintain and develop my legal knowledge and ability.

I am a highly motivated individual, and work extremely hard to reach the high standards that I set for myself in all aspects of both my academic and personal life. I am a keen participant in Moot Court competitions, and I believe that the skills such as my ability to speak confidently; to present my case in a clear and concise manner; my legal research skills and ability to produce written memorials, legal opinions and case bundles, would be invaluable should I be awarded the position of legal secretary and potential trainee solicitor. I worked many long hours alongside my studies and work commitments to ensure that each entry was done to the very best of my ability, whilst maintaining my academic participation. It is my goal to combine my range of experience with my ability to be an enthusiastic trainee who will make a positive contribution in ByrneWallace.

I enclose a copy of my CV. I am available immediately for interview and look forward to your response.

Yours sincerely,

Kelly Lynch