Dear Sirs

I am a Legal Executive currently undertaking the FE1 exams. At the time of writing I have passed four and I am currently preparing to sit a further two this sitting.

I believe would be a suitable fit with your firm given my extensive experience in litigation, particularly in the areas of possession and personal insolvency, both of which require a strong attention to detail and organizational skills.

I am presently a member of a large litigation team which, together with communicating with clients and opposite sides, has helped me develop strong communication skills. Through my legal studies I have developed strong research skills and through my work experience I believe I am well rounded in terms of my skills in litigation and working under time constraints, something which I am aware is particularly important in personal insolvency.

In terms of insolvency experience, I regularly deal with issuing and serving objections and appointments on all parties, as well as filing and serving affidavits which come in from creditors.

Regarding litigation experience as a whole, I regularly assist in drafting grounding affidavits, issuing motions and civil bills, dealing mainly with circuit court matters and more recently, assisting in High Court matters.