To whom this may concern,

I would like to put forward my CV for the traineeship programme in ByrneWallace. I graduated from Maynooth University in 2016 with a Bachelor of Laws (LLB). I am currently undertaking the FE1 Examinations and have completed 6 of 8.

I have just over 3 years’ experience in the legal sector since I have left college. My current role is as a Legal Secretary for the Construction and Projects team in ByrneWallace, which has given me a broader insight into dispute resolution cases, high court cases and construction law as a whole. I have enjoyed my time so far in ByrneWallace since the end of 2019 and would be very happy to continue working here as a trainee and in the future as a solicitor.

My last two previous roles were as Legal Administrator/PA to the Head of Treasury Legal Services Department in AIB and as a Legal Intern in Kenny Boyd & Company Solicitors.

I received a range of training in regards to administrative duties involved in both private practice and in house. I have had exposure to various areas of law such as property, family, probate and financial services and banking law. All of this training will be useful for me to utilise in any new role I take on. My experience and responsibilities are outlined further in my CV.

I am interested in applying for this role as I would like to start my journey as a trainee solicitor as I have nearly completed my FE1 exams. I also want to gain more experience in a private practice as I have enjoyed my time working in ByrneWallace currently and my time spent in the smaller firm that I interned at.

I want to build upon the skills I have gained now and during that time in my past role. I enjoy private practice due to the personal interactions with clients, where I could directly see the difference being made to their day in regards to managing their legal issues. One of my strengths is communication. I have learned that I can efficiently communicate and manage well in high pressurised situations due to my past work experience.

I would bring a number of great attributes to this role such as my attention to detail and ability to work off my own initiative as well as an ability to work well as a part of a team.

Please find my C.V. is attached.

Kind regards,

Kiara Ford.