**Kimberley Hayden**

**086 222 93 48**

[**haydenk@tcd.ie**](mailto:haydenk@tcd.ie)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Byrne Wallace Solicitors,**

**88 Harcourt Street,**

**Dublin 2,**

**D02 DK18,**

**Ireland**

**18th of October 2017**

**Ref: Trainee Programme**

Dear Sirs,

I am applying for the trainee programme at Byrne Wallace. I have recently completed my masters in Trinity College and prior to this I graduated from DCU with a BCL. I have sat 6 FE1S, I have passed three in March 2017, awaiting results for my October sitting 2017 and will sit my final two in March 2018. I am confident that I will pass them.

I am currently employed as a legal secretary in Fagan Bergin Solicitors. I am tasked with many duties and the focus in the firm is conveyancing, family law and probate. I am given considerable responsibility and have drafted many legal documents, interacted with clients and other solicitors and have experience with legal programmes including CORT and BCL. I also volunteer as a legal researcher/assistant in FLAC. These jobs have built my interpersonal skills and have expanded my legal writing and research abilities.

I feel that Byrne Wallace will be a great firm to work for, particularly as trainees are rotated in different areas within the firm. This exposure will allow me to build on my skill set and expertise. I think that the news, recent works and publications are great as it helps the firm keep up to date on current legal events, as I know from working in a solicitor’s firm that they are busy and don’t get much time to read outside client issues. Byrne Wallace continually supports growth and knowledge through their team based environment and I am excited about this opportunity.

I have extended my studies to banking, tax, aviation and energy. I believe I can make a significant contribution in your firm due to my willingness to learn and passion. I have the requisite dedication and primary skills to become a successful solicitor. I know that a solicitor has to be very hard working and ambitious, which requires long hours but if your passionate about it that is a small price to pay. I am innovative and analytical I look at problems dissect them and when obstacles present themselves try to come up with a new way to approach the issue. I also have good time management skills and cope well under pressure, I think this is a vital skill as you must be able to recognise your limits and know when to delegate to others to ensure a job is completed to a high standard. I have accumulated my skill set through part time jobs outside law, throughout college and in my current positions.

I look forward to hearing from you and appreciate your time.

Kindest Regards,

Kimberley Hayden