**Kimberley Hayden**

**086 2229348**

**haydenk@tcd.ie**

**19th October 2018**

**Byrne Wallace,**

**Solicitors,**

**88 Harcourt Street,**

**Dublin 2.**

**Ref: Trainee Solicitor**

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Dear Sirs,

I refer to the above matter.

I am a law graduate, graduating fifth from Dublin City University and with a Masters Trinity College, who has sat and passed all FE1 examinations since March 2018. I am extremely interested in joining Byrne Wallace as a Trainee Solicitor and I feel that I have the necessary skills, drive and experience to make a competent and successful solicitor and an asset to any firm. I am a conscientious worker, attentive and diligent in all I do.

In March 2018, I took up employment as a paralegal with MacGinley Quinn Solicitors. I enjoy a lot of responsibility. I have developed many practical skills such as preparing and drafting legal documents under instruction, dictaphone typing, independent file management and attendances on court to file documents. I have gained knowledge in the areas of conveyancing, probate, litigation, medical negligence and personal injuries. I am dependable and a quick learner with an eagerness to further my skills. Working directly for the two partners and alongside another legal secretary, I was able to enhance my team player abilities when preparing for court hearings and also my attention to detail. I have built on my interpersonal skills through interactions with clients and colleagues.

As an individual and through my experience, I am both enthusiastic and hard-working and am accustomed to operating in fast-paced and deadline driven environments. I am enclosing herewith a copy of my CV which contains further details of my professional experience and qualifications. Should you have any queries regarding any of the above, please do not hesitate to contact me to discuss.

Thanking you in anticipation for your time and consideration.

Kind regards,

Kimberley Hayden