

*Laura Byrne  
Blackmillers Hill  
Kildare Town  
Co. Kildare*

**Attn: Beth Onslow**  
HR Administrator  
Byrne Wallace  
88 Harcourt Street  
Dublin 2

11<sup>th</sup> October 2016

**Re: Trainee Solicitor Application**

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Dear Sirs,

I refer to the above matter and wish to be considered as part of your Trainee Solicitor Recruitment.

I graduated University College Dublin in 2015 with a 2.1 degree in Law with History. During this degree I explored many areas of Law and gained powerful communications skills as a result which I believe would be an asset to your company.

In December 2015, I took up employment as a legal assistant/legal secretary with Greene Solicitors and I am presently working here on a full time basis. Greene Solicitors is a small but busy firm, and as such, I enjoy a lot of responsibility. I have developed many practical skills such as preparing and drafting legal documents, Dictaphone typing and attendances on court to file documents. I have also gained a strong knowledge in the areas of conveyancing, probate and personal injuries. I am dependable and a quick learner with an eagerness to further my skills.

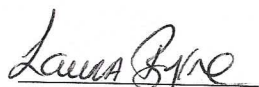
I have also gained valuable experience while working in a retail environment throughout college; it has taught me excellent time-management skills as well as how to prioritise within a fast paced company. In such a large retail establishment it is essential to be able to work as part of a team as well as independently. It has taught me to work on my own initiative and I have gained extensive customer management skills as a result

As an individual, I am both enthusiastic and hard-working and am accustomed to operating in fast-paced, deadline driven environments and working as part of a team. I have also enclosed 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.

Yours faithfully,

  
**Laura Byrne**