‘Windsor’,

Carriganarra,

Carrigrohane,

Cork.

Email: lauraosullivan2008@gmail.com

Telephone: 083 192 8787

4th October 2021

Dear Sir or Madam,

My name is Laura O'Sullivan and am I writing to express my interest in the position of trainee solicitor at Byrne Wallace.

Having graduated from University College Cork in May 2016 with a bachelor’s degree in Civil Law, I continued my studies and was successful in achieving a master’s degree in Business Law from University College Cork in February 2017.

Throughout my time at university, I acted as class representative and worked in the hospitality sector. My summer holiday periods were spent working in a private yacht club in Rhode Island, USA.

For twelve months, I lived and worked in a number of cities in eastern Australia. I have availed of this opportunity to travel for personal development and to experience different lifestyles and cultures.

While living in Australia, I have worked as a temporary legal assistant with an Australian law firm. Following my return to Ireland, I worked for over two years in FitzGerald Legal & Advisory as a legal secretary & receptionist and a legal intern at both Comyn Kelleher Tobin and O’Flynn Exham Solicitors. I believe my experience to date, coupled with my interpersonal skills and willingness to learn would make me an ideal candidate for consideration.

Please see attached a current copy of my Curriculum Vitae.

Looking forward to hearing from you.

Yours sincerely,

Laura O’Sullivan   
Laura O’Sullivan.