Laura Scully,

58 Hollybrook Road,

Clontarf,

Dublin 3.

laura-scully@hotmail.com

0862167888

ByrneWallace Solicitors,

88 Harcourt St,

Saint Kevin's,

Dublin.

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**Re: Position: Trainee**

Dear Sirs,

I write to apply for Trainee as advertised on your website. I am delighted to find that this position fits my experience, personality and education wholly. I am a recent graduate of Dublin City University’s (DCU) School of Law and Government with an upper class 2:1 in Bachelor of Civil Law. I am also an FE-1 candidate and will sit the Criminal, Contract, Equity and Property exams in March 2020. I would thus be delighted to discuss this opportunity with you.

I am energetic, innovative, professional, hard-working, commercially aware, organised and have excellent leadership skills. Further, I am dedicated, committed, willing to learn and not afraid of hard work. I also possess excellent team-work skills and impressive interpersonal abilities such as negotiation, attentiveness and assertiveness. As evident from my extensive customer-oriented work experience, I am also extremely proficient at multi­tasking and time management. In the past, I have also been commended by my previous employers on my professional and friendly nature and the ability to create a professional relationship with Clients and Customers.

I graduated from the BCL (Law and Society) Class of 2018 with an overall grade of 67% (II.I) and a 73% (I.I) Dissertation entitled; “What Right, If Any, Does a Child Have to Citizenship in the Context of a Cross-Border Surrogacy Arrangement?” and thus, believe my academic record so far would be of great benefit to me, should I be put forward for interview. I am also an extremely proficient researcher and work well in self driven exercises.

In my final year of University, as mentioned above, I completed a 10,000 word Dissertation. I thoroughly enjoyed the experience of researching a niche area of law and presenting my findings. In this same year, I also competed in the National Moot Court Competition which is an intervarsity moot competition held annually in the Criminal Courts of Justice. It was here that my team and I won “Best Memorials”.

Further to my researching and academic abilities, I have gained legal experience in Eversheds Sutherland and McCabe and Co Solicitors over the last 16 months and have references readily available upon request. During my time as a Legal Intern with Eversheds Sutherland, I have been instrumental in policy changes, asked to attend “legal queries meetings” and aid the Residential Tenancies Board in any legal queries they may have. This is done by conducting research on the law and condensing advices provided to them by the likes of Senior Counsel and Solicitors for Eversheds Sutherland.

In addition, I have gained legal experience in McCabe and Co Solicitors wherein I provided legal executive/secretary support to both fee-earners, which included billing and invoicing, document drafting, dictation, answering telephones and emails and corresponding with clients, firms and banks which will no doubt, be a valuable asset to your firm. I also occasionally attended the Land Registry, Stamping Office and Probate Office in the City Centre.

I believe I could contribute to the continuing success of the firm and would be thrilled if you would take my application a step further to an interview. Should you have any queries in relation to my application, please do not hesitate to contact me.

Yours sincerely,

Laura Scully