

Dear Ms Murray,

**I am writing to apply for the Trainee Solicitor programme within Byrne Wallace.**

My relevant experience for this vacancy includes:

- I have worked as a Legal Executive for over two years with St. John Solicitors in Dublin. Here, I gained valuable Court experience attending and working on cases within the District, Circuit, High Court and Supreme Court. I am familiar with attending on counsel, liaising with clients and counterparts, and have worked in various areas of law as outlined in my enclosed CV. I was also nominated by the firm to be our HSE point of contact regarding new instructions and therefore have built trustworthy relationships with the healthcare institution and its employees.
- I have sat four FE1 examinations to include Contract, Criminal, Tort and EU Law and will have the remaining exams completed prior to commencing Blackhall 2021.
- I have completed my LLB postgraduate degree and obtained an honours result in 2018 and have gained a high second class honours in my Bachelor of Corporate Law degree from National University of Ireland Galway (NUIG) in 2017.
- From my previous work history and experience to date I have learned through experience the importance of precise and clear communication when delegating work. In sensitive and delicate situations communication is key to ensure that conflict is avoided and trust is maintained. I have excellent communication skills both verbal and written.
- I have experience in relationship building from working in St. John Solicitors, within a barrister, namely Ms Lorraine Lally's office in Galway, waitressing experience throughout University, societies such as the Entrepreneurship Society and Law Society, local charities and in my daily interaction, particularly with colleagues.
- I have a passion for innovation which is why I joined the Entrepreneurship Society in NUIG. I was an active committee member with the society and organised numerous events for charity and the society itself. The Entrepreneurship Society primarily promotes an environment that enables entrepreneurs to develop and expand their ideas. The Society acts as a platform to guide and aid Entrepreneurs with their projects. I attended the 2016 Web Summit in Lisbon with the society.
- Having coordinated numerous events for the Entrepreneurship Society in NUIG and my work in a cafe and a legal practice, I have acquired a host of skills such as time management, good communication, attention to detail, resourcefulness, ability to creatively solve problems and to stay calm under pressure. This was achieved through planning, re-planning and scheduling. I used available resources and pooling together individuals needed for the different events. One of my key strengths is adaptability, my work history is a good illustration of my flexibility and ability to adapt to change.

My enclosed CV provides full details of my experience.

Thank you for taking the time to consider my application. I look forward to hearing from you and I am available at your convenience.

Yours sincerely,

Leah O'Toole

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