Louise Walshe,

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20th October 2017.

To whom it may concern,

My name is Louise Walshe. I am a recent law graduate with a Second Class Honours Degree (Bachelor of Civil Law) from Dublin City University. I am currently a postgraduate student studying a Masters in Laws (LLM) in Trinity College Dublin and complete my studies in June. I wish to apply for a position on your traineeship programme your firm is currently offering.

I would love to become a trainee with ByrneWallace as I would like to gain experience within the professional and legal sector. I have an interest in numerous fields of law and because ByrneWallace offer many different legal services, their widespread variation appealed to me. Throughout my college experience, I have developed very valuable skills with a view to becoming a successful lawyer. I now have excellent communication, interpersonal, analytical and research skills. I enjoy critical thinking and problem solving. I already have experience within the legal sector and am currently working in O’Leary Maher Solicitors, Howth Road, Dublin 3 as a legal secretary.

During my time at O’Leary Maher I have gained a real understanding of how a legal firm operates. I have practical experience within a court room setting. This involves liaising with barristers and preparing all necessary documents needed for court. I am responsible for the drafting of Wills, Enduring Power of Attorney, Contracts for Sale and other Deeds associated with property agreements. In addition, I am responsible for scheduling title documents and ensuring they are sent back to the bank on time. I am proficient in Dictaphone typing as I am required to draft letters daily. I am also required to carry out general administrative tasks such as answering phones, filing, post, scheduling meetings and appointments with clients, greeting clients at reception. I have acquired the skills to work within a legal environment and I am confident in my ability to complete necessary tasks in a timely manner within a busy practice. I am ready to put these skills into use in a practical and useful way within a busy and vibrant workplace setting like yours.

During this traineeship, I wish to achieve a number of personal goals. I wish to build and grow on the skills I obtained in studying law. I want to become part of a team and get involved in every aspect of a busy office life. I want to build relationships with other professionals and learn from them. Finally, I want to make the step from college student to legal professional and this oppurtunity would help me achieve this.

I am available for interview at your convenience and would greatly appreciate if you would consider me to become part of your team.

Yours Sincerely,

Louise Walshe.