Human Resources,

Byrne Wallace,

Solicitors,

88 Harcourt Street,

Dublin 2.

20th October 2017

Dear Sirs,

I am writing to express my interest in your Trainee programme. I am a LL.B. graduate who has passed five out of the eight FE-1 exams in autumn of 2016. The modules include, company law, equity and trust law, property law, criminal law and contract law. I am currently awaiting results for modules in EU law, constitutional law and law of tort, sat in autumn of 2017.

At present, I am currently employed as a Pre-Trainee Solicitor for the past 7 months at a busy commercial law firm, known as Ahern Rudden Quigley Solicitors. During the course of my employment, I have been involved in a number of areas of law in both Plaintiff and Defence litigation. It involves areas in commercial law, personal injury, land law, tenant law, debt collection, sale of goods, product liability, employment law and licensing.

I am adept in the forgoing court procedures. I have managed files from their initial stages to the point of their respective settlement and conclusion. I have dealt with commercial clients, counsel, court appearances, settlements together with the preparation of court documents, drafting letters, pleadings, research, judgment papers and the enforcement of same and the preparation of briefs. The highlight of my career in Ahern Rudden Quigley, is the settlement of a debt recovery case in the sum of €13,000 together with the successful granting of the application for Special Exemptions Orders which I have drafted.

Prior to the above, I was employed as a Legal Executive in a general litigation practise known as Robinson O’Neill Solicitors for two years. The highlight of my career in Robinson O’Neill is my involvement in injunction applications against prominent bodies, both private and state owned, and judicial review proceedings against prominent state bodies. Furthermore, I was involved in the management of a commercial court case together with its mediation proceedings, the case is valued at €7,000,000. The management and conclusion of personal injuries and medical negligence cases worth €30,000 up to €150,000. I was also involved in the preparation of an insurance arbitration case worth approximately €2,000,000. I was further involved in debt collection proceedings worth €6,000 to €500,000 acting for both the Plaintiff and the Defendant.

My personal philosophy in work is to ''work as if you are in the verge of being dismissed''. Accordingly, I am very competitive and strive to produce the best outcome possible. I always strive for success and acknowledge failure as inexcusable. I am adept in working under pressure having worked in the aforesaid law firms, working long hours and under stressful circumstances.

Please note that I am available for interview at any convenient time and can be contacted on 086 3511 404 or at manuelflorendo03@gmail.com

I look forward to hearing from you.

Yours faithfully,

*Manuel Florendo*