99 Lohunda Park, Clonsilla, Dublin 15

Byrne Wallace

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Ireland

10th October 2017

To whom it may concern*,*

I am very interested in applying for the position of a graduate Trainee Solicitor Programme as advertised on your website. I have previous office experience my role as financial secretary and team member in my part time job. I am currently in last year studying Law LL.B level 8 in Dublin Institute of Technology. In the last year results I got 2.1 honours degree and this year am aiming for 1.1 honours degree. My current role has provided training in Excel, Word, and Outlook and has developed my analytical and numerate skills.

I am very interested in working for Byrne Wallace firm as my primary interest lies in commercial and corporate law. I believe that you firm is at the front line of this challenging and advanced area. I had a look at your website and noticed that it’s the only top ten law firm in Ireland with Lexical accreditation in excellence in practice management and client service. This is fantastic for me as young and confident trainee to become a qualified solicitor in your firm. As the role I am applying for is graduate Trainee Solicitor Programme based on my experience within financial secretary work experience has provided me with suitable skills such as interpersonal and communication skills by managing secretarial duties and maintaining the clients personal email, documents and files. The nature of my job encourages me to be highly productive, as on a normal day I handle volume of customer service, in person, through phone calls. This has lead me to focus on skills such as diligence and ability to cope under pressure and to be proactive in my duties.

Through my work experience in an office I have experience in written and verbal communication exercise while good time management and organisational skills are essential. I have experience in thinking on my feet to solve problems effectively and quickly which has made me into a fast learner. I am looking to expand my knowledge in areas of legal and customer service within an international environment and to expand my knowledge and skills set within market and firm practices, policies and changes. I am a keen teen player as demonstrated through many projects in which I have participated both in college and employment. I understand that this training programme involves a high level of commitment that I am fully capable of providing. Thank you for taking the time to read my application.

Sincerely,

Marian Zefi