Byrne Wallace

Graduate Recruitment Manager

88 Harcourt Street, Dublin 2

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 29th October 2020

To whom it may concern

I am very interested in applying for the position of Trainee Solicitor in Byrne Wallace. I have previous office experience my role as legal assistant and team member in my part time job. I graduated with 2.1 Bachelors Law Degree LL.B in Technological University Dublin. My current role has provided training in Excel, Word, and Outlook and has developed my analytical and numerate skills.

I believe that I could contribute to tasks in which the Byrne Wallace is engaged. This is a fantastic opportunity for me as a young and confident intern in learning from an experienced corporate law firm. As the role I am applying for is Trainee Solicitor based on my experience within legal assistant 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 team 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