**Mellissa Melvin**

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**RE: Trainee Application**

Dear HR Department,

I am currently looking for a trainee solicitor position and I would like to apply for a position at your firm. I am extremely interested in working in Byrne Wallace. I have previously been offered a paralegal position in Byrne Wallace which was due to commence in March 2020 however I was unable to start due to Covid-19. I was due to work in the Construction department which I am interested in working in as well as gaining experience in other areas which Byrne Wallace practices in. Please find enclosed my CV detailing my experience.

I have passed all eight FE-1 exams as of March 2021 and I hold a law degree from NUI Galway. As outlined on my CV, I have a wide variety of legal experience working as a paralegal and legal secretary in a variety of areas, including litigation, employment and construction law. I am currently working as a clerical officer in the Fitness to Practise Department of the Nursing and Midwifery Board of Ireland.

I have experience in high pressure and fast paced environments which has helped me develop my organisation skills and ability to multitask. In the legal positions I have worked in, I have been involved in all aspects of case management including completing legal research projects, drafting contracts, preparing court documents, attending client meetings, hearings and depositions and communicating with all relevant parties. I enjoy working in a legal environment and find the work very interesting and fulfilling.

I would like to train as a solicitor in a busy, successful, law firm like Byrne Wallace. I believe I could make a significant contribution to your law firm and would be grateful for an opportunity to explain how I could do this at interview.

Many thanks in advance for your consideration and I look forward to hearing from you.

Yours sincerely,

Mellissa Melvin