

Dear Sir/Madam,

I am writing to apply for the role of Trainee Solicitor at Byrne Wallace. Please find enclosed a copy of my CV.

My career to date has been dedicated to providing excellent service to the clients and customers I work for. I currently work for AIB Group in a role that requires a range of skills that I believe would translate perfectly to a legal career. Communication is at the heart of every matter I deal with whether it is a credit assessment report to present a strong case for a restructure or calls and letters to clients to resolve their complaints in a satisfactory manner to both the customer and the bank.

The role requires strict adherence to bank policy, legal and regulatory requirements as well as efficiency and accuracy to ensure fair and timely outcomes for our customers. I can proudly say I am able to deliver these skills to a high level while still being empathetic and working with customers to maintain firm relationships for the years to come.

I have also developed a strong reputation as an adaptable team player through pursuing cross-training opportunities where ever possible. This attitude to learning has allowed me to make the most of the open culture in the bank and I believe Byrne Wallace's open and supportive culture would lend itself to continuing to learn and grow alongside excellent professionals.

The previous roles in my C.V. assist in adding a more well-rounded view as to why I would be an excellent trainee. I believe my strong work ethic is proven by the fact that I have continued to seek out roles that require attention to detail, supporting and being supported by team members and building a knowledge base for whatever product or service being offered that ensures colleagues, clients and customers benefit from clear, concise and high quality work being delivered.

Thank you very much for considering my application. I look forward to hearing from you.

Yours sincerely,

Natalie Vernon

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