

Dear Sir/Madam

I wish to formally apply for the advertised role of a Trainee with Hayes Solicitors. I currently work as a Company Secretary in Maples Group (with both Funds and Corporate experience) and have an honours BA in English and French from UCD.

Hayes Solicitors is not only an internationally recognised, full-servicing law firm (similarly to Maples Group), but it comes with the recommendation of one of my firm's Partner's who worked there at the beginning of his legal career. Whilst it is important to look at the statistics which accompany a firm, word of mouth cannot be bought and I therefore place great weight on it.

My Corporate experience spans over 7 years, and therefore I feel I would greatly contribute to the Hayes traineeship. Maples Group is a fully servicing law firm, and has given me great exposure to clients both nationally and internationally. As a Company Secretary, I have looked after companies from their incorporation to liquidation/dissolution, and maintained the company from a corporate governance perspective whilst it is in operation. I have managed my own portfolio and billing while acting as manager to our team interns, and regularly advise clients. I have also worked directly with Partners, both on direct client work and on new business calls.

A huge part of being a solicitor is acting as a fee earner. I successfully raised 5 figures in client fees from January - April 2024 whilst maintaining my day to day portfolio. I was able to identify opportunities to both bill on one-off fees and review agreements which could have their annual fees increased. I feel this skillset punctuates my ability to fully immerse myself in the role whilst taking full ownership of my portfolio.

I am an active member of the Engagement Committee in Maples Group, which involves assessing the business needs and proactively solving issues. I have always endeavoured to look beyond the corporate veil (pardon the pun) and delve deeper into the company culture. I successfully suggested and implemented an incentive to get employees involved in the Calcutta Run, resulting in over double participation in 2024 compared to 2023. I would love to continue to contribute to the firm beyond my role as a trainee.

From a personal perspective, I enjoy the arts most ardently. As an ex-ballet dancer and actress, I have always found joy in creativity. I am active in the gym and enjoy reading period novels, Jane Austen being my favourite author.

I am a natural problem solver, therefore a career in law was always the obvious choice. I am a resilient, self-motivated and ambitious individual. I thrive both autonomously and in team environments. I would be delighted to discuss my experience further if required.

Kind regards

Niamh

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