

22nd October 2015

Dear Sirs,

I wish to apply for a training contract with your firm. I believe I would be an experienced and beneficial candidate for the position. I have recently finished my Postgraduate Diploma in International Law in Griffith College Dublin. I have an Undergraduate degree in Law from Bangor University. As of the 9th instant, I have completed my first sitting of the Law Societies Final Examinations. I have always had an interest in Law and have worked in three Solicitors firms. I wish to expand my experience even further and firmly believe that I would be beneficial to your firm.

Due to my vast experience in Solicitors firms I have acquired a lot of experience in many fields of law. In my time working at these firms my responsibilities have been filing, assisting both principal and other solicitors, ensuring files are in order and ready for issuing proceedings, dictation (Microsoft Word), communicating with clientele, Summons Servers, Barristers and other officials, keeping the petty cash book up to date both on the database and on physical files (excel), I have also had many dealings with Title Deeds during both pre-contract and post-contract.

I am currently working in McGrath McGrane solicitors as a Legal Administrator. My role within the firm has greatly increased since my employment. I have gained a great insight into many areas such as debt collection, probate, conveyancing and liquidation matter. I work in these areas on a day to day basis and have become extremely familiar with drafting pleadings and Deeds.

Through both my legal experience and academic studies I have acquired many skills, such as organisational skills, time management, delegation, communication skills, attention to detail, and working within a team effectively. These skills have increased my confidence to take initiative when it is required of me.

Please find my Curriculum Vitae attached. I would be grateful if you would consider me for the above mentioned position as I believe I would be of benefit to the role and that it would expand my knowledge and experience in the field of law. If you have any further questions please do not hesitate to contact me (contact details on attached Curriculum Vitae).

I await hearing from you.

Yours faithfully,
Niamh Ryan