Dear Sir/Madam,

I wish to apply for a position as a Trainee Solicitor at Byrne Wallace.

My name is Nicholas Moore and I am a graduate from NUI Galway. I am working as a legal assistant in the Financial Services Department in Mason Hayes and Curran.

I studied corporate law in the National University of Ireland, Galway and earned a 2:1. Following this I studied the LLB and again I obtained a 2:1 grade.

I have many interests and pastimes. I enjoy playing Gaelic football and I have represented County Leitrim at all levels including Minor, Under 21 and Senior. I also played for Sligo New York Gaelic Football team in 2015.

I watch all sports including Soccer and Rugby. I really love sightseeing and Travel, and I’ve travelled extensively since graduating, visiting a number of cities in Europe and also touring the United States.

I am currently living in Rathfarnham and I am working as a legal assistant in the financial department in MHC. I mainly work in the area of finance and real estate but I have had experience working on projects in commercial litigation. I also worked as a legal assistant in a Patrick Duffy Solicitors that specialises mainly in litigation and conveyancing matters but also deals with various areas of law such as employment, medical negligence, probate and criminal. I am trained to work on the legal filing system, Legal Evolve, iManage and 3elite and have learned other necessary skills during my time as an legal assistant.

I believe I would be a perfect fit in Byrne Wallace as I meet the requirements for the position. I have a number of years’ experience working in Legal Services and I am used to dealing with a large volume of cases and matters on a daily basis and billing them accordingly. Through my experience in both offices I have acquired excellent communication skills, both written and oral. I have acquired excellent diary management skills from my time working in the litigation department in Patrick Duffys and I have excellent IT and administrative skills. For all of these reasons, and many more, I believe I can be very successful at Byrne Wallace.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Kind Regards,

Nicholas Moore.