

Byrne Wallace
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Please reply to: noelmcginty@outlook.com

Dear All

Matter: Noel McGinty cover letter for Trainee Solicitor role

I am writing to express my interest in the Trainee Solicitor role at Byrne Wallace. I am interested in the role of Trainee Solicitor because Byrne Wallace is a one of Ireland's leading law firms that provides services all significant areas of Irish law. Being a modern and progressive law firm with high levels of employee loyalty and a client-centric focus confirms that for me Byrne Wallace would be the best place to undertake my training as a solicitor. I feel the trainee solicitor role at Byrne Wallace can give me the best opportunity to hone and develop the skills required to have a successful career in law.

My professional background aligns well with the responsibilities of the Trainee Solicitor role; with over 5 years of experience as a Residential Conveyancing Paralegal and a Commercial Paralegal I have learned valuable office skills that are required for the role of a Trainee Solicitor and gained significant legal skills as well.

In my first role as a Residential Conveyancing Paralegal in McHale Muldoon Solicitors in Dublin the bulk of my work was non-fee earning and the work I undertook resembled that of a Trainee. I drafted meeting notes for various matters ranging from family to corporate law matters, kept clients updated on their residential sale/purchase by letter, email and telephone, progressed their conveyance by chasing lenders and solicitors for outstanding documents, conducted legal research on practical law, as well as administrative office work like scanning, photocopying and binding and billing documents.

Although my spell with Eirgrid was not in a legal capacity, I certainly developed and strengthened important skills applicable to a career in law. As a contract manager, the bulk of my work involved drafting contracts for large multi-nationals such as Amazon and Google, as well as reviewing and amending these contracts to align with what was achievable in each energy project. One crucial aspect of this work was clear and effective communication between different parties involved with the contract, such as engineers and representatives of our clients, to ensure that everyone was up to date with the project and the client was compliant with their obligations under the contract.

After my work with Eirgrid my aim was to gain experience in an area of commercial law. I have worked as a commercial paralegal in two firms, one in Manchester and the other, my current role, in Glasgow. In spite of being in different jurisdictions both roles have involved similar work and I have gained a significant understanding of the pressures that come with working in a commercial law environment. Both roles have been as a fee-earner and have given me the opportunity to conduct the work of a qualified solicitor: carrying out due diligence for commercial purchase matters, raising enquiries, reporting to clients and handling settlements as well as finalising post-completion obligations such as stamp duty (LBTT in Scotland) and registration. From these experiences I have learned that I can handle the pressures that come with working in commercial law and have given me essential experience in commercial law matters. Perhaps the most important skill I have attained in working in a commercial law environment is an acute attention to detail, which is particularly important when handling the purchase of a business or a commercial property.

I feel the valuable experience I have garnered over the past 5 years, coupled with the strong legal skills I have acquired, makes me a strong fit for the Trainee Solicitor role at Byrne Wallace. I am eager to contribute to your team's continued success and look forward to the possibility of joining your esteemed firm.

Thank you for considering my application. I am excited about the opportunity to discuss my potential contributions to Byrne Wallace in more detail. Please feel free to contact me at 00447395119721 or my email address above to arrange an interview.

Yours faithfully,

Noel.