

Owen Johnston  
12 Saint Johns  
Ballinalee  
Co Longford

HR Department  
Byrne Wallace  
Solicitors  
88 Harcourt Street  
Dublin

28<sup>th</sup> October 2020

Dear Sir/Madam,

**Re: Application for Traineeship**

I refer to the above and enclose a copy of my CV.

I feel that I am fully suitable for this role as I have over 12 years' experience working in various legal offices. I have passed all 8 FE1 examinations.

Furthermore, I have trained and worked in the past as an Information Officer with Longford Citizens Information service and this experience of assisting clients would be of great benefit to the role of a Trainee Solicitor/Solicitor.

I am currently employed as a Legal Executive. My duties include progressing all conveyancing, probate and litigation files from opening files right the way through to completion and closing files. I also carry out Dictaphone typing duties as well as all general administration duties. It is this experience that I feel would be of great benefit to your firm.

Thank you for considering me for this position.

Owen Johnston