Dear Sir/ Madam

I have recently graduated from college with a bachelor’s degree in law, at Maynooth University. In my course I have learned to work with deadlines, doing legal researches, and managing schedules. My studies have given me a fundamental understanding of office management and my personal characteristics of being friendly with dedication to customer service make me a top-notch office professional. A**s** a recent graduate I was fortunate to have the opportunity to work in a legal field. My previous work employment helped to develop new skills and to be more confident I’ am very comfortable with computer use and am familiar with the most popular office software. I am organized with good time management skills and I take pride in never missing a deadline. It would be a pleasure to be able to share my dedication organization to be considered for this position.

I am an excellent communicator and have good attention to detail. I enjoy working as a team environment, and thrive in a challenging environment. I have a proactive to problem solving and I feel that I would be a great asset for this position. I am currently working in ByrneWallace as a Support Secretary , I’m responsible for dealing deal with client queries and legal correspondence regarding legal quotes, settlement agreement, deed of release/discharge and conflict check for Cerberus project. .I work well with others, can use my initiative to see through a task and am able to multi-task within a fast paced environment. Possessing high amounts of physical energy, stamina, and agility means that I can work for long periods of time

I’ am now looking to secure a challenging and rewarding role and I believe that these skills, together with my knowledge would make me an asset to be a trainee solicitor

Sincerely

Pamela