Ciara Loftus

HR Manager

ByrneWallace LLP

88 Hardcourt Street , Dublin 2

19 September 2022

Dear Ms. Loftus,

My name is Pamela Da Silva and I am currently working in ByrneWallace LLP as a Legal Administrator in the property team. I graduated from college with a bachelor’s degree in law, at Maynooth University.

ByrneWallace inspire their employees to be innovative and creative . Having spoken to previous trainees on open day this year, and solicitors in the office , I understand that the firm would like to work with someone who will work well with the team and someone that has a strong commercial acumen.

I have developed various skills working in ByrneWallace. I am an excellent communicator and have good attention to detail. I enjoy working as a team and thrive in a challenging environment. Working as trainee solicitor in Byrnewallace would allow me to gain an experience in areas that I have not yet had the opportunity to study such Health Services , Insolvency , Corporate and Litigation.

I have a proactive approach to problem solving and I would be a great asset for this position.

I have excellent time- management skills as I am balancing my Fe1s studies, a full time job, and extracurricular activities. I am a highly driven person and I work diligently to ensure any tasks I undertake will be completed to an optimal standard .

I hope the skills that I can contribute to Byrnewallace LLP as well as the drive and ambition for commercial law, will persuade you in consider me to for this position.

Your sincerely,

Pamela Da Silva