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# PAUL FARRELL

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## HIGHLIGHTS

I am always looking for the next opportunity to learn and I love a challenge.

I enjoy problem solving and have a very logical way of looking at issues that need to be resolved

I am very good at teamwork and I enjoy the co-operation and mixing of ideas it encourages

I am outgoing and a quick thinker

I am a fast learner and can comprehend new systems and processes quickly

Excellent understanding of client service.

Strong ability to multitask

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DEAR SIR/MADAM

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I am a recent graduate having finished my final year at Maynooth University studying for a BCL in Law and Anthropology in 2016. I am currently working in McCann FitzGerald, one of Ireland's top law firms, as an Accounts Executive. I have two years' experience working in the legal industry in fast-paced legal support roles. My work ethic is strong and I have gained valuable working skills and experience. These include: an excellent professional manner, critical thinking, problem solving, managing different priorities, working well under pressure with a heavy workload and teamwork. I have strong inter-personal skills and enjoy working with people. I am very meticulous; I commit myself to everything I do. I pay careful attention to detail and I work well on my own initiative and in groups, I communicate well with others and I am very eager to learn. Working at a professional, corporate level has taught me about the importance of strong organisational skills and proper communication to deliver a top quality work performance

My degree coupled with my experience has built upon my ability to multitask and work towards deadlines efficiently and I feel this would all add towards my performance. My studies have developed my critical and analytical skills and have taught me about the value of hard work and what this can achieve. I understand that with client facing roles a certain standard of excellence is being delivered; this needs to be maintained and that develops certain expectations that need to be met. I also know that there needs to be strong communication between both client and company as being able to give proper information and clarification is vital. I am an outgoing, positive person and was involved with clubs and societies in university. Furthermore, I feel that your ethos corresponds with my own; I value ambition, the importance of setting and meeting goals, honesty and hard work. I can make valuable contributions to your company while building upon my existing experience and skills by working in this role. I hope you will consider me for this position or any other positions that you feel I would be suitable. I feel that my experience and skillset make me a very eligible candidate for the role.

Sincerely,

Paul Farrell.

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