

Phuong Thai

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Dear Sir/Madam

RE: Trainee Contract

Byrne Wallace

Dear Dear Sir/Madam:

I am writing to apply for the position of Trainee Solicitor, currently being advertised on Byrnewallace.com. Please find attached a copy of my CV.

As you can see from my CV, I have previous work experience suited to this role and I strongly believe that the legal knowledge and skills I have learnt during this time make me an ideal candidate for this position.

In my current role, my day-to-day tasks consist of managing phone calls and emails from clients. I would communicate with clients to advise them on the documents required for their application, once this is gathered I review them to ensure it is in order before drafting their application to be submitted to the Department for processing. As well as this I have also drafted invoices to be issued to clients and took payment for the same. I am confident handling invoices and working to provide the best possible customer experience.

From my experience, I have learnt the importance of engaging with customers, working in a team and always striving to deliver the highest standards in customer service.

I am a warm, friendly, and enthusiastic individual with a passion for helping others. I am able to confidently deal with problems that may arise and use my initiative to overcome challenging situations.

Thank you very much for considering my application. I look forward to hearing from you,

Sincerely,

Phuong Thai