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Crona McLoughlin
HR Manager
ByrneWallace
88 Harcourt Street
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Date: 23 October 2015

Matter: Rachel Nangle - Traineeship Application

Dear Crona

Please find attached my CV along with my application for consideration regarding a position as a Trainee Solicitor in your firm. After two years of working with ByrneWallace as a legal secretary I have witnessed first-hand the time and consideration given to the firm's trainees and would consider myself very fortunate to be accepted in to a modern and progressive firm which has ultimately assisted me with my decision to become a solicitor.

I have seven years' experience in the legal field working as a legal secretary in a variety of areas including litigation, probate, commercial and private property as well as being exposed to situations including attending solicitors at court hearings and licensing applications, running of a small office together with management of accounts and daily one on one interaction with clients. This has provided me with very practical experience that I believe would benefit me greatly as a trainee.

Upon completing a legal secretary course with FÁS I was interested in learning more about the work I would be dealing with on a daily basis and decided to enroll in an evening Foundations in Law course at DIT Aungier Street. During this time the tutor, Ruth Cannon BL, encouraged me to consider taking on the B.A. in Law. I went on to do so, again part time, completing same in 2011.

My work in various firms has given me the skills to work both independently and as part of a team, adhering to strict deadlines and working after hours as and when needed. In each of the firms I worked, my opportunity to grow and apply more skills on a daily basis can be seen in my ability to draft letters, contracts for sale and declarations. Also, in the preparation of contracts, title, and managing data rooms in advance of auctions. The scheduling of title deed and requisitions of searches together with liaising with clients and , reverting to the solicitors involved and updating them on the status of the matter.

I feel I have the skills required for a trainee as I am diligent, approachable, helpful and eager to learn.

I look forward to hearing from you and hope you consider me as an applicant for the ByrneWallace traineeship program either now or in the future.

Yours sincerely

Rachel Nangle