

RACHEL O'HARA

CURRENT FE-1 CANDIDATE

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TO

Emily Murray

ByrneWallace LLP

FROM

Rachel O'Hara

Current FE-1 Candidate

Dear Emily Murray,

I am writing to apply for the Trainee Solicitor Programme. I am a current FE-1 candidate who is also working part-time as a Service Leader in Penneys. To date, I have passed six FE-1 exams and will sit the remaining two exams this October.

Working while studying has taught me how to manage my time efficiently, striving for a well-rounded balance. While providing tutorials in Equity, I have really taken the time to develop my verbal communication skills. This year, delivering these tutorials remotely has also allowed me to brush up on my computer literacy. I thoroughly enjoy giving the tutorials as it is a way to teach others about a subject I enjoyed and developing invaluable skills.

Through my retail experience with Penney's, I've learned to communicate effectively with customers in answering queries, mainly when dealing with complaints. I was recently promoted to a Service Leader, and this role has allowed me to undertake more responsibility and a more authoritative role.

I also have experience working as part of a team from being part of both the Returns Team and the VM Team occasionally. Both of these require clear organisational skills, problem-solving areas and the ability to multitask, all of which I possess.

To end, I believe I am a great candidate for the role. I want to seize every opportunity I can and maximise the potential which I possess. I am determined to utilize the skill set which my degree has equipped me with. I want to work in an exciting environment that values employees and is determined to receive the very best work from their employees. ByrneWallace LLP is a company that aligns with all of this, and therefore I would appreciate the chance to be considered for the role.

Thank you in advance for taking the time to read my cover letter and curriculum vitae.

Sincerely,

Rachel O'Hara