

RACHEL O'HARA

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Emily Murray

ByrneWallace LLP

Dear Emily

As a highly motivated and career-driven individual, I am the ideal candidate for the trainee programme. I have completed my FE1 exams and now working in the property department of ByrneWallace LLP as a paralegal.

I would like to apply for the position in ByrneWallace LLP as it is a renowned firm that sees the values in its team members, particularly trainees. From the experience I have gained working in a legal firm my desire to work in a fast-paced firm has developed and now it is the only path I can see for myself. ByrneWallace has an excellent reputation in terms of client satisfaction and legal excellence. This is a firm I want to be a key member of.

Having worked in one of Ireland's largest Property Departments for the past months, I have been given tasks from administrative work to trainee work, invoicing to land registrations and this experience would be essential to be the best trainee I can be. I have come across challenging situations, however, this has only made me more resilient and a better paralegal.

Having worked with the general public for many years I had constantly used and worked upon my communication skills. This has proven most helpful as a paralegal. I speak with clients daily and understand the importance of good professionalism. Being new to the legal sphere means I have an extortionate amount of learning to do, and I have found good communication is key when both asking the question and receiving the answer.

My degree and FE1 exams were only possible to obtain due to having highly effective research skills. It was expected that we do our own independent research in order to achieve a high result in examinations, and I reaped the rewards in my final year by receiving both a first-class honours degree and an award issued from LK Shields in relation to an intellectual property exam. I hope to use these skills more as a trainee solicitor and once again secure the rewards.

I am a team player and I understand that experience and academics are necessary for a trainee solicitor but they are not all that matters. ByrneWallace LLP is a company that want well-rounded individuals who can work hard and get along together. I have been in charge of organising coffee mornings and other celebratory get-togethers within the property department. I understand the importance of these team bonding exercises and this is something I would like to continue whenever I go. I am looking forward to completing the Law Society Calcutta Run at the end of this month.

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

Sincerely,

Rachel O'Hara