**Rachel Smyth**

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Dear Sir/Madam,

I am writing to apply for a Trainee Solicitor Role within your firm.

I am a graduate of Maynooth University where I obtained a second class grade one honours LL.B degree. I have successfully passed all 8 FE1 exams and I am hoping to commence PPC1 in Blackhall Place in September 2023. I am currently employed by Carson McDowell as a Legal Secretary in the Healthcare Department of the firm.

I am suited to this role because I have a vast amount of legal experience which I believe I can apply directly to the role. My degree has equipped me with strong legal research skills whilst also enhancing my ability to analyse and think critically.

In my role as a Legal Secretary/PA in Carson McDowell, I support 5 Fee Earners including two Partners. I have developed strong multitasking and organisational skills in this role as I have had to manage competing priorities and a heavy workload.

I have a vast amount of experience drafting legal documents, these include Notices of Application, Orders, Grounding Affidavits and Notices of Motion, thereby demonstrating my strong legal writing skills and attention to detail.

I have legal experience in the State Solicitors Office and have a keen interest in litigation. During my time in this role I was able to experience the culture of a general practice as well as supporting a leading prosecutor. I gained a vast amount of practical experience from this and feel as though this highlights my willingness to challenge myself.

I have a high level of attention to detail which is essential as documentation I prepare is used in the High Court and Circuit Court on a regular basis. This has provided me with a great sense of achievement. Completing these tasks has given me first-hand experience of the work of a Trainee Solicitor is asked to do and I have excelled in many aspects of my work. I have also learned to be an effective communicator, through my correspondence with various firms and individuals on behalf of the fee earners I work with and also through liaising with An Garda Siochana in my previous role working in the Health Services Department in ByrneWallace Law firm. I have excellent interpersonal skills and believe this has further advanced my communication skills due to the firm’s strong focus on its relationship with clients and business development.

The position appeals to me as it would provide an unparalleled learning experience and would greatly assist in my professional progression and growth.

To conclude, as my legal work experience demonstrates, I am reliable, self-motivated and hard working. I also value and understand the importance of working collaboratively with my colleagues. I am a well-rounded candidate with the requisite experience, willingness and drive to excel at this opportunity.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Yours sincerely,

Rachel Smyth