

Byrne Wallace LLP

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Dublin 2,
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Contact number - 0830888733
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24 September 2024

Dear Sirs,

I am writing to express my interest in the Trainee solicitor position at Byrne Wallace as advertised on your website. With extensive experience in the legal sector and a strong skill set aligned with the requirements of the role, I am confident in my ability to contribute effectively to your team.

In my current role as a Legal Personal Assistant at Pinsent Masons, I have honed my organizational skills and attention to detail, which are critical in a legal environment. My responsibilities include organizing and maintaining files, managing calendars, and drafting legal documents, contracts, and agreements. I pride myself on my ability to proofread and edit documents meticulously to ensure precision and compliance. Additionally, I assist in the billing process by preparing invoices and tracking billable hours, while keeping accurate records of client payments and outstanding balances.

Prior to my tenure at Pinsent Masons, I worked as a Legal Personal Assistant at DWF from April 2022 to August 2024. In this role, I supported multiple individuals by managing their professional needs effectively, which included booking meetings, travel arrangements, and accommodations. I have extensive experience with case management systems, capturing essential case details, and maintaining information needed to resolve potential conflicts of interest. My experience with file management has equipped me with the skills necessary for archiving, housekeeping of files, and ensuring proper case closure. I also have a solid foundation in drafting pleadings and managing the filing process in compliance with legal protocols.

I am particularly attracted to the opportunity at Byrne Wallace because of your firm's commitment to delivering exceptional legal services while fostering a collaborative atmosphere. I am eager to contribute my organizational abilities, proactive approach, and strong work ethic to support your team effectively.

In addition to my administrative experience, my sales background has equipped me with strong interpersonal skills and an ability to understand and address client needs. I am confident that my capacity to communicate clearly and persuasively will be an asset in a legal environment, where effective advocacy and client engagement are paramount. In addition to my academic qualifications, I pride myself on my strong interpersonal skills and my ability to build rapport with clients and colleagues alike. I understand the importance of effective communication and teamwork within a legal setting, and I am committed to fostering positive relationships that underpin successful client outcomes.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Warm regards,

Rita Iboko



To whom it may concern

Date: 24 September 2024

E-mail: Jonathan.O'Hagan@dwf.law

Dear Sirs

Letter of Recommendation – Rita Iboko

I am writing on behalf of Rita Iboko.

Rita held the role of personal assistant within DWF and worked closely with me and other members of the real estate team (and wider firm) for over two years. During this time, Rita worked very efficiently, and all times displayed an eagerness to upskill and learn. On many occasions, Rita went over and beyond what was required of her in the fulfilment of her role and was always willing to go the extra mile in completing a task at hand or more generally, in assisting other colleagues.

Rita consistently completed tasks to a high standard and in a punctual manner. She always displayed professionalism and was exemplary in this regard. Rita is a good communicator and can be relied upon to manage a demanding workload in a high-pressured environment.

Rita is an extremely warm and personable individual. She was instrumental in building team morale and is a pleasure to work with. Rita was actively involved in organising team building activities and social events for the wider team and was always willing to get involved. Rita took a leading role in welcoming new joiners to the firm, providing them with training where required and helping them to settle in.

Rita would be a great asset to any team that she may join.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jonathan O'Hagan'.

Jonathan O'Hagan
Director
for DWF (Ireland) LLP

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