**Ross Fitzsimons**

Contact Details

Email: rossfitzsimons20@gmail.com

Mobile: +353876613369

Dear Hiring Manager,

I am writing to express my interest in the trainee solicitor position at ByrneWallace. I have completed all FE1 exams and am eager to pursue a legal career within a full service law firm.

I graduated from Technological University Dublin with a Postgraduate Diploma in Law and from Waterford Institute of Technology with a BA in Criminal Justice Studies, where developed a solid foundation in legal principles and honed my analytical and research skills. With a strong academic background in law and a passion for delivering excellent client services, I am excited to contribute to your team and develop my skills with ByrneWallace.

My position as a Company Secretary has allowed me to gain valuable experience in corporate governance and compliance, as well as client communication, client meetings, document preparation, and other administrative duties. My responsibilities included a range of corporate secretarial duties, such as preparing board meetings, drafting board minutes, maintaining statutory registers, collating prime brokerage agreements, and providing corporate governance and compliance advice to clients and directors. I have strong attention to detail, and organisational and time-management skills which resulted in two promotions within a year at Maples Group, while concurrently studying and completing my FE1s and being entrusted to manage a small portfolio of clients as well as working on a wider portfolio with senior colleagues early on in my career. I take a logical and decisive approach to work as well as the ability to think critically and adapt.

I am particularly drawn to firm’s Financial Services sector and I believe my experience as a investment funds company secretary will be advantageous, I am also eager to gain a deeper insight into Data Protection/GDPR and as one of the leaders in this sector ByrneWallace is the ideal firm to train in. This firms reputation for excellence, its commitment to nurturing talent, and fostering a supportive and collaborative work culture is the best place for me to learn and develop into an effective and well-rounded solicitor. I am confident that the firm's mentorship program and dedication to professional development will provide me with the guidance and support I need to thrive as a legal professional. I am eager to contribute my skills and experience to your team, and I am confident that my background aligns well with the firm's values and objectives.

Thank you for considering my application. I look forward to the possibility of discussing how my background and enthusiasm align with the firm's goals. Please find my CV attached for your review.

Yours sincerely,

Ross Fitzsimons