

Dear Sir/ Madam,

I am writing to express my interest in the Trainee Solicitor Programme.

I am currently studying for my FE1 exams while working as Legal Secretary at Byrne Wallace. During the summer months of 2017, I was an intern at Barry O'Meara & Sons Solicitor in Cork where I was assisting 4 partners and 4 secretaries, one of the partners being the previous President of the Law Society of Ireland, Simon Murphy. I was opportune to develop my researching, administrative and communication skills. This played a role in securing my current position here at Byrne Wallace.

Here at Byrne Wallace I have been able to exhibit my organisational skills and the ability to work on my own initiative. As a legal secretary, I provide support to two fee earners at Byrne Wallace and I have been able to successfully adapt to all responsibility that I am delegated. I also coordinate the recording and processing of third party costs on behalf of the all fee earners in the Health Services Department. I am a goal driven individual and strive to complete all goals set at the start of the week at the end of the week.

I enjoy working as part of a team which I demonstrated during my term as PRO of the WIT Africa Society, years of fundraising for charities and also during my internship. Upon relocating to Dublin about two months ago, I have already joined to choirs, this reflects that I adapt well in a new environment. I am currently a youth leader at my local church and I have always helped with the organisation of events which include young people from the UK and America.

I feel I am suitable for this position as I am a fast learner, flexible, while always maintaining the good cheer that you'd want from the first person visitors see when they interact with the firm. I consider myself to be a friendly, efficient and enthusiastic worker. Having only being with the firm for about two months, My decision to apply for a training contract here was encouraged by the educational culture, the friendly atmosphere within the firm and that learning and development is a core value of the firm.

Thank you for taking time to consider my application. I am available for contact and/or interview at any time. If you wish to contact me, you can do so on +353 868835174. Should you require further information, do not hesitate to contact me. Please find my CV attached.

I look forward to hearing from you,

Yours faithfully,  
Ruth Amoo