

Sarah Clancy

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Ciara Loftus

ByrneWallace, 88 Harcourt Street, Dublin 2.

Dear Ms. Loftus,

I am submitting my CV herewith for your perusal to apply for the 2021 Trainee Solicitor Programme at ByrneWallace. As a holder of an LLM in International and Comparative Business Law and an LLB Law Degree along with my experience and skills, I believe I align with the requirements for the programme and I am confident I can make a positive contribution to your team.

I am a valuable team member with exemplary leadership skills and a strong work ethic. I am a personable and focused individual who brings positive presence to both my colleagues and clients. I believe that my career is a lifelong learning career and, in addition to my experience and personal qualities I am committed to professional self-development, continuous improvement and efficiency in processes. Some of my key skills include:

- Strong leadership and decision-making skills
- Ability to prioritise work in the face of competing demands and able to react quickly to changes in deadlines or expectations.

I believe in innovative and creative thinking when working towards a common goal and am adept at working at pace and under pressure with an acute attention to detail. I am professional, personable and approachable with a firm belief in the strength of a good team and effective decision making.

I would welcome the opportunity to discuss my skillset and attributes further and how I can add value to ByrneWallace.

Thank you for your time and consideration.

Sincerely,

Sarah Clancy