

**To: Byrne Wallace
By Online Application.**

05 October 2021

Ref: Trainee Solicitor (2022)

Dear Hiring Manager,

Please accept this Cover Letter and CV as application for the Trainee Solicitor Programme. I wish to express my availability for the 2022 intake.

By way of background I am a graduate from the University of Limerick. I was awarded a 2.1 LLB in August 2017. I successfully passed the FE1's in October 2018.

I have held various legal roles in different legal work environments. I am accustomed to working in a digital environment, I have experience taking instruction from managers, working with internal stake holders, instructing external legal representation, and dealing with lawyers who act for the other side. I have also developed my ability to research, read legislation and to apply critical lens upon review. I have developed my drafting ability and I have experience using technology, legal data bases and legal software systems to carry out tasks.

I am currently working on a financial services banking project involving the sale of a portfolio of non-performing loans to a private equity fund. I work as part of an analytical team on behalf of a client bank. I contribute by analysing various sources of banking data and records on the bank's modern and legacy information technology systems. I populate data fields and upload supporting documents to the e-Discovery system Relativity. I have learned about the financial architecture of a connection, such as, the credit applications, letter of offer, the borrowers, the loan facility details, restructures or forbearance that have been implemented, the property that secures the loan or other security aspects such as life policy or a guarantee. I have learned how to use e-Discovery software to capture the circumstances of a connection.

In my previous role as a Legal Clerk in the litigation team in An Post Solicitor's Office, I assisted lawyers on litigation files relating to defendant personal injury, data protection, employment matters and debt recovery. I was also responsible for managing the administration of TV Licence enforcement proceedings and appeals for the Dublin area. This would include lodging case files with the District Court Clerk, registering and serving summons, maintaining large excel sheets, attending court with counsel and dealing with respondents and their lawyers. I learned how to manage an assigned case load, carry out tasks for lawyers, I garnered experience instructing counsel and attending court. I learned how to use a case management system called Evolve Documatics. I further developed my legal research skills using Westlaw. I gathered experience drafting certain pleadings and dealing with An Post subsidiary clients.

I previously worked as a Paralegal in the Central Statistics Office. I worked with commercial contracts and on compliance matters relating to public procurement and data protection. This experience allowed for collaboration with statisticians from various departments procuring technology solutions to conduct their statistical pilot projects.

I have developed a useful skill set stemming from my education and work experience to date.

I welcome the opportunity to interview.

Thank you for considering my application.

Yours faithfully,

Seán Kennedy