6 The Court

Wolstan Haven

 Celbridge

 Co. Kildare

30th October 2020

Ms. Emily Murray

HR Generalist

Byrne Wallace

88 Harcourt Street

Dublin 2

**Re: 2021 Trainee Solicitor Programme Application**

Dear Ms. Murray,

I am writing to you to apply for the position of trainee solicitor with Byrne Wallace as advertised on your website.

I am an enthusiastic BCL and LLM Maynooth University graduate who has passed five Law Society FE-1 examinations and who is on course to pass all remaining examinations by March 2021.

This summer I worked for several weeks in McCann Morrissey Clarke Solicitors. My principal duties included organising case files on Expd8, assisting Mr. Clarke’s legal secretary and preparing dictations. In 2018, I completed an internship working in the fast-paced compliance department of Goodbody Stockbrokers. I attended several IT seminars, which improved my ability to work with Microsoft PowerPoint, Access, Word and Excel.

I am a team-player with excellent communication skills owing to my current position as a senior sales assistant in Ted Baker. My position involves regular interaction with customers and using my initiative to find solutions to their complaints.

I feel given my experience that I would be a suitable candidate for the role for which you are currently recruiting and can add value to your organisation. It is my ambition to become a trainee solicitor working in commercial property, litigation and dispute resolution.

I enclose my CV for your attention and I would be delighted to attend for interview at your earliest convenience.

Yours faithfully,

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Shannon Molloy