Airgloony,

 Tuam,

 Co. Galway

22nd October 2015

**Byrne Wallace**

87-88 Harcourt Street,

Dublin 2

***By online application only @ byrnewallace.com***

Dear Sir/Madam,

I wish to apply for the position of Trainee Solicitor in your Law firm, as advertised on the Byrne Wallace website.

You will note from my CV that I recently graduated with a Bachelor of Laws (LLB) Law Plus (Law & Psychology) honours degree from the University of Limerick and I am pursuing a career as a Solicitor. In this regard I have obtained pass grades in my first 3 FE1s in March of this year, namely; Contract, Tort & Criminal. I have sat a further 4 examinations in October and I am currently awaiting the results. I aim to have completed all 8 FE1 examinations by March 2016, which would enable me to begin the Law Society Professional Practice Course in September 2016.

I am aware of your Firms reputation as a well-respected and established Law Firm in Dublin City with an international element, having an office in New York. I believe that working at Byrne Wallace would help me gain extensive exposure to every major area of Irish law. Of course, I hope not only to benefit from your firm but I also believe I would positively contribute to the Firm. I am hardworking, enthusiastic and determined to succeed. I am very confident in my ability and I believe this is reflected in my work and by my interpersonal and communicational skills.

I have experience of working in two diverse legal environments, most recently in Houlihan Solicitors Limerick in the capacity of a legal assistant/paralegal. This office was a busy sole Solicitor office. Being the only full time member of support staff I was immediately given a high level of responsibility and undertook many functions in assisting the Principal Solicitor. While working at Houlihans it was imperative that my work was of a high standard given my level of responsibility. Having a significant and varied workload meant that it was necessary to meet deadlines and prioritise on a daily basis and it was crucial that my work was meticulous and always at a very high standard.

In addition to working in Houlihan Solicitors I have previously worked in the Galway County Council Law Agent’s Office as part of my Co-operative placement for my University degree. In the Law Agent's Office I worked in the capacity of a legal assistant/legal secretary. You will note from my CV the experience I obtained in this role.

From working in both offices I have developed proficient and extensive ICT skills. I am competent in the case management systems of Keyhouse and Evolve. Furthermore, my experience working in an office with only one Solicitor and an office with many Solicitors and support staff has showed me that effective communication and a commitment to hard work is crucial in working as part of a successful team.

Thank you for considering my application. I believe that I can make a significant contribution to Byrne Wallace and would be very much excited by the prospect of an interview to discuss the role further.

Yours faithfully,

Sharon O’Neill

0876773069