

Airgloony,
Tuam,
Co. Galway
20th October 2016

ByrneWallace
Solicitors,
88 Harcourt Street,
Dublin 2

Dear Sir/Madam,

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

You will note from my CV that I graduated in 2013 with a Bachelor of Laws (LLB) Law Plus (Law & Psychology) honours degree from the University of Limerick and since then I have been pursuing a career as a Solicitor. In this regard I have obtained pass grades in 7 FE1s in the past year. I recently sat my final FE1 examination, namely European Union Law and I am confident that I have secured a pass grade. This will enable me to begin the Law Society Professional Practice Course in September 2017.

I am aware of your Firm's reputation as a well-respected Law Firm in Dublin City in addition to having recently been awarded the prestigious accolade of the Irish Law Firm of the Year 2016. I believe that working at Byrne Wallace would help me gain extensive exposure to a number of areas of law. I hope not only to benefit from your firm but I also believe I would make a valuable contribution 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 diverse legal environments, most recently with my current employer McDermottByrne Solicitors in the capacity of a legal assistant. This office is a busy Galway City practice. Being one of two members of support staff I was immediately given a high level of responsibility and undertook many functions in assisting the two Principal Solicitors. Working in McDermottByrne Solicitors it is imperative that my work is of a high standard given my level of responsibility. Having a significant and varied workload means that it is necessary to meet deadlines and prioritise on a daily basis and it is crucial that my work is meticulous and always at a very high standard.

You will note from my CV that I have worked in a variety of legal offices and I have developed proficient and extensive ICT skills. I am competent in the case management systems of Keyhouse and Evolve.

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

Yours faithfully,
Sharon O'Neill
0876773069