Sheno Moradi

5 Ardleigh Vale, Mullingar

E-mail: Sheno-moradi@live.ie

Telephone: 0871625803

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Dear Sir/Madam,

I am writing to express my interest in the traineeship programme at Byrne Wallace LLP. With a strong academic background in law and practical experience in dynamic legal settings, I am eager to contribute to your firm’s distinguished practice while advancing my legal career. As I prepare to sit my second round of FE1 exams, I am highly motivated to undertake this position and aspire to progress to a trainee solicitor position with your esteemed firm.

In my current role as a Legal Secretary at Nooney & Dowdall Solicitors, I have developed a comprehensive skill set, including managing litigation files, drafting legal documents, coordinating court proceedings, and handling client communications. My responsibilities have included organising case files, liaising with counsel and court personnel, and ensuring the efficient progression of cases. This experience, combined with my previous role as a Legal Executive at Hegarty's Solicitors, has provided me with valuable insights into various legal areas such as personal injury, family law, and property transactions.

I am particularly drawn to Byrne Wallace LLP for its reputation as a leading firm known for its excellence and commitment to innovative legal solutions. I believe my skills in legal research, document drafting, and client management, coupled with my ability to thrive under pressure, align well with the qualities you seek in your trainees. My experience in challenging environments, including my role as a crew trainer, has honed my ability to manage multiple tasks efficiently while maintaining high standards.

Here are some key skills I bring:

* Excellent written and verbal communication, refined through client interactions and legal document drafting.
* A strong understanding of legal principles and procedures, particularly in litigation and property law.
* Exceptional organisational skills and attention to detail, crucial for managing complex caseloads and preparing cases for court.
* Adaptability and quick learning abilities, demonstrated through my varied roles and responsibilities.

Byrne Wallace LLP’s supportive environment and prominent position in the legal community make it the ideal place for me to further my legal career. I am confident that this traineeship will enhance my legal knowledge and develop the skills necessary to succeed as a solicitor.

Please find my CV enclosed for your consideration. I would welcome the opportunity to discuss how my skills and experiences align with the goals of Byrne Wallace LLP and how I can contribute to your team.

Thank you for considering my application. I look forward to the possibility of joining your esteemed firm and contributing to its continued success.

Yours sincerely,

Sheno Moradi