Sinéad Conlon

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Dear Ms. McLoughlin,

Please find attached my CV and application for the Byrne Wallace Trainee Solicitor programme 2018. As you are aware I am currently working as a Legal Executive in OSM Partners and would love the opportunity to further my legal knowledge and professional career if selected for the Byrne Wallace programme.  I am a graduate of Trinity College Dublin and Queen's University Belfast where I achieved a 2.1 in my Bachelors and Master’s degrees respectively. This year I have furthered my legal studies by sitting the FE1 exams and by taking part in the Law Society’s online MOOC course entitled ‘*Employment Law in the Digital Age’*.

While studying for my FE1s I have had the opportunity to work in the property, insolvency and mortgage litigation departments of OSM Partners. From this work I have gained valuable practical experience and have had the chance to work in a busy and fast paced law firm. I have thoroughly enjoyed my work with the firm and, with guidance from the various solicitors and associates I have been shown how to draft affidavits, civil bills, correspondence and I have gained experience attending on barristers in the Dublin and country Circuit Courts.

From my experience in OSM Partners I have gained excellent legal experience and have learned how to apply myself to multiple projects while working to strict deadlines and delivering work in a professional, consistent and reliable manner. I have shown that I can work as part of a team and on my own initiative when needed.

I wish to apply to Byrne Wallace as it is an exemplary law firm and one that fosters a culture of client care, continuous learning and development, and team work. The firm has a long-standing history of excellence, and a reputation as one of the best law firms in Ireland. I would love the opportunity to work with Byrne Wallace and I feel that the firm’s values mirror my own work ethic and career goals.

I believe I could contribute valuably to the team at Byrne Wallace with the experience I have garnered from my work and education and, particularly from the skills I have acquired from working in OSM Partners. If given the opportunity to work with Byrne Wallace I feel I would be able to excel in my chosen profession and become a valuable asset to the team.  My previous experience demonstrates my ability to handle roles that require a high level of responsibility, and I always strive to achieve the best result possible for the client, or firm, that I work for. I am a diligent and hard worker and would wholly apply myself to any responsibilities given to me within your organisation if selected.

Training with Byrne Wallace would be an invaluable experience and I believe I can offer a professional and positive approach to any roles or tasks required of me.

Thank you for your consideration and I look forward to hearing from you.

Yours sincerely,

Sinéad Conlon