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| Sophie Lynch  |  | | --- | |  | | Slynch@byrnewallace.com | |  | | 0868705743 | | Castle Lawns, Seabury malahide, county Dublin | |  | |  | | --- | | Byrnewallace llp Dear ByrneWallace LLP,  I am writing to apply for a Training Contract with ByrneWallace LLP. I have a BA in law and media studies from Dublin City University. I am proud to have finished in the top 5 of my class with a high 2.1. I am currently awaiting the results of my first two FE-1 examinations.  I have 5 years of experience working in fast paced, client facing roles where I have developed excellent multitasking and communication skills.  I currently work in ByrneWallace LLP as a Paralegal in the Litigation and Dispute Resolution department. My responsibilities include; performing legal research, working on my own initiative, meeting deadlines, scanning and circulating post for the department, creating booklets of legal documents for court and counsel, lodging legal documents in the high court, carrying out conflict checks for new clients, opening new matters for clients, drafting legal documents, archiving, billing, and much more.  When I first came to ByrneWallace LLP, I worked as a float Paralegal. This meant that I worked in various different departments each week. This experience allowed me to get a feel for the firm and also to get to know and learn from my colleagues in different departments. I had the pleasure of working in the Insolvency, Health, Property and Construction, Employment and Corporate departments. I thoroughly enjoyed my experience in each department and I quickly realized that a training contract with ByrneWallace LLP would be extremely valuable and provide me with a brilliant beginning to my career as a solicitor.  I would be delighted to be considered for a training contract with ByrneWallace LLP. My experience so far has been one of constant learning and of valuable experiences. I have no doubt that this would continue throughout the traineeship with the firm.  I am available for interview upon your convenience. I look forward to hearing from you and thank you for your time.  Sincerely,  Sophie Lynch | |