10 Haggard Street

Trim

Co Meath

29th September 2021

***RE: Application for Trainee Solicitor Role*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sirs,

I hope to be considered by you for a potential traineeship in September 2022/2023.

I have been employed in the legal sector for over 9 years and have in that time have gained insightful and valuable experience in relation to a number of legal sectors. I have been working as a Legal Executive for the last few months, having recently completing working in a legal office in Galway which allowed me to deal with various caseloads included but not limited to:- Litigation proceedings in respect to Personal Injuries, Banking Matters, Injunctive proceedings, Power Of Attorney, Family Law, Conveyancing and Probate Matters.

My current role is also quite demanding and has sharpened my legal skills to date. I am currently involved in the litigation department assisting on a number of medical negligence cases, I have also been requested to work on probate and conveyancing matters which allows me to carry out a varied workload. I understand the importance of focusing on the needs of the client and ensuring that all efforts are made to assist clients with their decision-making as efficiently and attentively as possible while maintaining good and trustworthy relations with all parties.

I look forward to hearing from you.

Yours faithfully

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Stephanie Connolly

087-682 3032