Stephanie Wall

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Byrne Wallace,

Solicitors,

88 Harcourt Street,

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Ref: Trainee Solicitor Programme

Dear Sir/Madam,

 I wish to apply for your firm’s Trainee Solicitor programme, as advertised on your website. After working full-time as a temporary legal secretary in a busy public sector law department for three years up until June, I decided to take some temporary time out to study for some of the FE1 examinations. I have just completed some in the October sittings and intend on completing more in the near future. I am now seeking to expand on the public sector legal experience I already have in a highly successful private law firm like yours, with a view to completing a traineeship there and building a successful career as a solicitor.

I have excellent academic credentials- I graduated with a 2H1 Evening Bachelor Law degree while working full-time and as mentioned above, I am an FE1 candidate. I also have a 2H1 Bachelor of Arts degree in English and Politics. I also have three years’ work experience working as a legal secretary in a busy law department which mainly focuses on litigation and conveyancing matters. I was also responsible for processing all payments in the office which was previously done at legal assistant level and I was set up as a fee-earner before being given responsibility for completing e-discharges. Please see my CV for further details of my relevant legal experience. I also have excellent communication and interpersonal skills, I am used to working under pressure and to a high standard at all times, I am highly organised, I am used to working as part of a team but also used to working on my own initiative and I have excellent computer skills- I am proficient in Microsoft Office and the Keyhouse Case Management system and am quick at learning new systems. I believe I can make a significant contribution in your firm.

In my free time, I like to keep fit and am a regular gym goer, I also like jogging and have started participating in charity events. I also love music and going to concerts, I am a voracious reader and have a huge interest in news and current affairs.

I look forward to hearing from you regarding my application.

Yours sincerely,

Stephanie Wall