Trainee Solicitor Cover Letter

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Subject: Application for the position of Trainee Solicitor 2022

Dear Sir/Madam,

I am writing this cover letter to express my interest in applying for the post of Trainee Solicitor at Byrne Wallace, in Dublin as I am confident that the combination of my previous and current experiences, field knowledge, and developed skills set makes me a perfect candidate for this role. Moreover, I believe that I would be a valuable addition to not only your team but the whole company.

To shortly introduce myself, I am a Law Graduate with both a bachelor’s and a master’s degree in Law and have been working in a personal injuries law firm in Dublin for the past 2 years as a Legal Secretary/Executive to multiple Solicitors in the firm. I offer excellent analytical skills and the important ability to think critically and solve complex problems. In my current employment I was given the responsibility for conducting detailed legal research, providing beneficial legal support to multiple Senior Solicitors and Associates, and reviewing legal documents to ensure the accuracy of all data. Along with that, I maintained confidential files and records, interacted with clients, and assisted in the office management. During my time here, I have proved numerous times that I am a pro-active individual skilled in using all software programs necessary for the job, such as KeyHouse, audio typing with digital dictations, Adobe and all Microsoft Office Tools. I have exceptional time management skills and achieve all given tasks usually before the assigned time projections. I am well trained for Reception covers as well and experienced in talking and dealing with Clients. My current job position has also made me well versed in a lot of work like but not limited to; Preparation of Briefs, booklets, and documents for experts and counsel, Liaising with Clients and with counsel as needed and conducting consultations, Opening files on the system and updating clients on file as directed, General Office Administrative duties, Stamping and swearing of legal documents, Preparation of Various letters, notices and Court Documents as needed, and Extensive work in preparing and reviewing of various types of legal documents.

It would be my absolute pleasure to be given an opportunity to work here and learn a lot more. Please do not hesitate to contact me if you have any questions on my qualifications or qualities. I can be reached at any time at 0899752450 or via email at sumedhasaunik01@gmail.com Thank you for your time and consideration.