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**Strictly Private & Confidential**

Ms. Crona McLoughlin

HR Manager

ByrneWallace Law Firm

Solicitors

88 Harcourt Street

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Dear Ms McLoughlin

I refer to your invitation for applications for traineeship positions with ByrneWallace. Please consider this my formal application for a traineeship.

I have successfully completed my FE1s and I am currently employed as a Legal Executive where I manage my own client list in OSM Partners. This role entails drafting legal proceedings, advising clients and attending court under the supervision of one of the firms Associates and Partners. I also assist and report to the firm’s Head of Personal Insolvency in respect of Personal Insolvency litigation. Previously I worked as part of the Legal team in Bank of Ireland which predominantly dealt with litigation cases. I also liaised on Fraud, Ceased Practice, Title Issues and complex deceased borrower cases.

Within my Undergraduate I studied both Business and Law. I expanded my Legal knowledge, by also completing a Higher Postgraduate Diploma in Law. Currently, I am also completing a Masters in Law, with a focus on Family Law.

I pride myself on my hard working attitude, my ability to learn and adapt quickly, and my capacity to meet deadlines and targets. Having worked In house I believe I have developed a keen understanding of client management.

Within my current role I have been fortunate to work with ByrneWallace. This association has given me first-hand exposure to the expertise and high standard that ByrneWallace expects. In my experience to date ByrneWallace conveys what it is to be a modern and progressive firm. Based on the experience garnished in both my previous and current roles I believe I could contribute to the excellent work that ByrneWallace does while providing me with the opportunity to improve my stills and knowledge.

I would greatly look forward to an opportunity to discuss the forgoing with you in greater detail.

I look forward to further hearing from you.

Kind regards

Therese Ryan