Solicitor Traineeship 2023

Dear Sir/Madam

I am applying for the solicitor traineeship with ByrneWallace LLP as it represents an ethos that all companies should strive towards. This is elucidated through your work with Versono medical in which you facilitated ensuring a life saving medical device could be brought to the market. This is the type of work and world impact that excites applicants to ByrneWallace LLP. The client focused approach and diversity within the company represents core values of mine and is one of the many reasons I am applying.

I currently work for the Office of the

Revenue Commissioners where I deal with queries such as finalising estates, actioning requests for customers, processing returns, general calculations as well as general PAYE queries. If you have called Revenue before, you may have already spoken to me as I also work on the PAYE helpline. I spend most of my time actively listening to ensure that each detail being spoken is carefully transcribed and queries are dealt with at first point of contact insofar as practicable. As I work in a customer focused employment I have developed necessary skills which translate well for a traineeship or even an employment as a solicitor such as ; conflict resolution, soft skills, active listening, problem solving and being able to empathise with clients. Empathy

can often be overlooked as a skill, but it is fundamentally crucial when dealing with sensitive matters such as a deceased estate.

As a result of my education and employment experience I have excellent written and verbal communication. I am confident and articulate while also being an empathetic listener and persuasive speaker. I am a team player while also being able to work independently where necessary. I believe I possess an entrepreneurial spirit demonstrated by my ability to publish works of Poetry. I am competitive and can achieve targets conveyed through my experience in sales. I handle complaints well, and usually resolve issues therefore demonstrating strong problem solving

and analytical skills. I can work independently or as part of a team and am a self-starter requiring minimal supervision. I am proficient in Irish and French and am currently teaching myself Haitian Creole. I enjoy a challenge and thrive under pressure. Also, I have completed and successfully passed six of the fe1 exams and intend on completing them this October.

I have acquired a vast and versatile skill set working in my current role. During my traineeship, I wish to continue my professional development and feel that being part of the dynamic legal team at ByrneWallace LLP would be an invaluable opportunity to do so.

I look forward to hearing from you.

Yours Sincerely,

Victoria Phillips.