**Ellie Williamson Cover Letter**

My interest in corporate law is driven by its dynamic nature and the profound impact it has on businesses and society. Byrne Wallace LLP, as a distinguished Irish law firm, embodies the qualities I value in with big thinking and ambition. It aligns with my vision for myself in reaching my full potential as Byrne Wallace is known for empowering clients and people to achieve success. This client-centric approach at Byrne Wallace resonates with my commitment to exceptional client service. The firm's diverse practice areas provide an opportunity to gain expertise across various sectors, aligning with my desire for continuous learning. Overall, I believe Byrne Wallace is the ideal platform for me to develop a fulfilling career in corporate law while making a meaningful impact.

In my roles at Avolon and Ger O Neill & Co Solicitors, I have had the opportunity to engage in diverse and pivotal responsibilities, which have not only enhanced my legal acumen but also deepened my understanding of legal actions. The below shows what I have learned and how this would enhance my ability to be better equipped as an employee with Byrne Wallace.

My day-to-day duties involved dictation, filing, and various secretarial tasks such as photocopying and managing incoming calls. These crucial administrative functions ensured the smooth operation of the firm and facilitated efficient communication. I actively liaised with clients, assisting them with their court documents and addressing their inquiries and concerns. This required strong communication skills and a compassionate approach, considering the sensitive nature of legal matters. I was responsible for the meticulous preparation of briefs to counsel, which play a vital role in building strong legal arguments and supporting our clients in their cases. My attention to detail and legal writing skills were hugely improved in this regard. This required meticulous organisation and adherence to legal timelines.

Just as Byrne Wallace focuses on the client relationship, this is something which I have always prided myself on from working 6 years in retail and other customer/client facing jobs. In my experience, the most effective strategy for building successful customer or client relationships in the workplace revolves around cultivating trust and consistently going above and beyond their expectations. Trust is the cornerstone of any enduring client relationship in any profession. To establish this trust, I have always prioritised transparency and reliability. I believe in setting clear expectations and consistently delivering on promises. Clients need to know they can rely on me to follow through with my commitments. This instils confidence and trust in a relationship. I try to put my best foot forward going the extra mile by proactively anticipating needs. Through additional research, promptly addressing issues that may arise, or simply being available during critical moments, I strive to exceed expectations.

Beyond my academic commitments, I'm passionate about sports, with a special love for Camogie and Gaelic football, both of which keep me physically active and connected with people and nature. I'm an ardent reader, continuously exploring a variety of titles. I'm a dedicated advocate for mental health awareness and actively participate in initiatives and events aimed at reducing stigma and promoting emotional well-being. Volunteering is another important aspect of my life. I enjoy partaking and showing up for local charities, organised events, and have engaged in various initiatives to support the homeless and other vulnerable individuals. I have worked with Aoibhneas, Sonas and Saoirse where I attended a primary school and women’s refuges to help upgrade the playground and living spaces for women and children who had just arrived at the facility. I hope to be able to continuously support those in need, as it is a deeply rewarding and challenging experience. I look forward to the possibility of working with Byrne Wallace in the future and thank you for considering my application.

Kind Regards,

Emma Fitzgerald