Aoife Murphy

Address: No. 4 Castleview

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Date: 6th of February 2022

Reference: Caroline Hynes Caroline O’Reilly

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Dear Recruitment Manager,

My name is Aoife Murphy, and I am applying for the summer internship at Byrne Wallace. Through the guidance and support of the placement office at Maynooth University, I was introduced to your placement programme and the opportunity that you are offering to college students. I am applying for your academic placement programme as I believe it will provide me with first-hand experience of the organisation and administration of a law firm.

I am applying for this job as I would like to undertake academic placement in a legal firm that will guide and train me in pursuing a legal career, with the hope that it will provide me with practical work experience in a fast-paced work environment so that I can reach my full potential. This will be conducted by working directly with Partners, Solicitors and Trainees on challenging and rewarding client assignments. I have identified three requirements that I believe are key to this role. Firstly, the person applying must be a natural problem solver who is not only competent in working individually, but also within all kinds of teams, who can articulate themselves in their role. Secondly, they must display initiative and innovation when administering their work and provide it at a high standard. Finally, the personality of the person applying must be enthusiastic and determined in their ambitions for the role and the opportunities it can bestow on them.

I am very interested in learning about the areas of law that your firm specialises in, which I feel this summer internship programme can provide for me. I have excellent advocacy and communication skills, derived from over ten years of experience in Speech and Drama. This has provided me with the ability to articulate myself and communicate well with others. I have gained useful organisational and administrative skills from my role in my part-time job as a sales assistant. From working with the public in sometimes demanding situations to conducting administration work and IT related to the business, these skills have prepared me for future roles. From my experience in secondary school with my position as chairperson of the student council and senior prefect, I have acquired strong leadership skills which has aided me in being able to work proficiently and individually, while also working within a diverse team.

Thank you very much for your time and consideration. I look forward to speaking to you further in a personal interview.

Yours sincerely,

Aoife Murphy.

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