Dear Recruitment Team,

My name is Sarah and I am an undergraduate law student at DCU, writing to express my suitability for the summer internship. In the following cover letter, I aim to highlight why I would be a strong addition to the team. I hope to achieve this by highlighting my skills and experience, as well as my genuine motivation for a career at Byrne Wallace.

I believe I am a suitable candidate because I have a strong business-focused mindset and commercial drive. From even before my entrance to university, I have thrown myself into the commercial space. Firstly, from working in the hospitality industry, then to applying my business acumen gained from the experience into personal enterprises. I opened and managed a nail salon in Naas, then put my hands into e-commerce by becoming an Amazon seller. I also started investing in cryptocurrencies in February 2021 and gained more knowledge about trading market.

I have demonstrated initiative by making proposal of organising Asian Culture Week at DCU and preparing the motion which was presented before DCU Student Union. As a member of Black Students and Students of Colour Advisory Group, I realised that there was a lack of Asian representation in DCU students campaign so I took the initiative and helped with arranging the events. Subsequently, the Asian Culture Asian took place for the first time at DCU in January 2022. The success of the events has prompted the group to look into campaigns that cover different cultures to create a more inclusive environment for all students.

Being able to see the impact of regulations and the law on the success, and profitability of my businesses has strengthened my ability to understand the perspective of the clients. This business mindset whilst working within a team would allow me to better understand the firm’s approach to ensure that I consider the client's strategic objectives, and embed that mindset in the written and visual work I produce for the benefit of the clients.

I have strong research and organisational skills. I understand that these skills are the key to success, and throughout my education, my work experience and entrepreneurial pursuits I have worked hard at fine tuning these skills. Being committed to a career in this space, I have become comfortable with being able to perform research on new developments affecting business from a legal and business perspective. For example, when leading a team at my nails enterprise, I had to ensure that I maintained adherence to regulatory requirements whilst maximising profits. This heavily involved taking the initiative to discover these requirements individually and only seek external support where necessary.

The experience as the manager of a nail salon , a member of FLAG committee at DCU and a member of Black Students and Students of Colour Advisory Group has built my teamwork skills to achieve excellent team performance. Additionally, I am adept at learning new systems and processes for organisation, including case management systems, file management and summarising information. I am eager to highlight these skills whilst supporting a team at the firm in the course of the internship. I believe that my best work is produced when I am aligned with the mission of the firm, as well as the role I am required to perform.

Thank you for considering my application,

Kind Regards,

Sarah Nguyen