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05/02/2024

To whom it may concern,

I am writing to express my enthusiastic interest in the 2024 summer internship programme I saw advertised on Linkedin. I am passionate about the law and have focused on building a strong skillset in the legal profession within my professional life.

In my role as Legal Assistant in D’Arcy and co. I have gained experience in **providing legal administrative support, schedule and diary management and maintaining case management systems.** I harvested my competency in preparing **legal documents and communications, demonstrating my attention to detail, time management** and ability to work in a **fast-paced, challenging environment** as part of a team.

I have extensive experience in **communications** which I have gained through my previous customer service roles. I thrived in these customer- facing positions where my strengths in **relationship development, interpersonal communication** and **task management** were evident.

I believe my people-focused, professional and positive attitude, combined with my professional skillset would make me an **ideal candidate** for this internship. As I have extensive experience in client facing, team-led roles, this would allow me to **multitask** within your team, completing administrative tasks as well as **learning new skills** in medical law, court follow up, and carrying out legal research in a professional setting.

Within my 10 months of Legal administrative experience, I have ascertained an array of new professional legal skills which I look forward to developing throughout my career. I have attached my CV which further outlines my qualifications, skills and experience and I would welcome the opportunity to discuss with you further what I could bring to the Byrne Wallace team.

Many thanks for your time and consideration and I look forward to hearing from you.

Yours sincerely,

Hannah Sheridan