

Ion Daniel Mores
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3rd February, 2024

Byrne Wallace LLP
88 Harcourt Street
Dublin 2
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Dear Byrne Wallace LLP

I am writing to express my sincere interest in the 2024 Summer Internship Programme, as advertised on your company's website career listings. My name is Ion Daniel Mores, and I am an MCL (Master in Common Law) student (expected to graduate at September 2024) at University College Dublin, holding a BSocSc in Social Policy and Sociology from the same esteemed institution.

I am confident that my academic background, motivational drive, and relevant work experience make me an ideal candidate for this role. I am eager to bring my skills and dedication to contribute effectively to your team.

In my previous role as a Legal Assistant at Dillon & Co. Solicitors, I had the opportunity to work closely with fellow solicitors in managing case work efficiently. I was responsible for drafting, examining, and revising various legal documents, including letters, contracts of sale, and searches, upon the request of staff solicitors. Proficient in Microsoft Word, Excel, LEAP legal software, and XERO accounting software, I ensured accurate and timely documentation throughout the legal process.

My role also involved essential administrative tasks such as scanning posts, delivering letters to the DX, and providing support in court proceedings. Working alongside solicitors and barristers, I actively assisted clients, ensuring their understanding of legal processes and helping them achieve favourable outcomes in their cases.

I am particularly drawn to Byrne Wallace due to its reputation for commitment to excellence and innovative approach. I am excited about the opportunity to contribute my skills and enthusiasm to your team. Enclosed with this letter is my resume, providing further details about my academic achievements and work experience.

Thank you for considering my application. I look forward to the possibility of discussing how my skills align with the needs of your organization in regards to the 2024 Summer Internship.

Sincerely,

Ion Daniel Mores