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Manager of Internship Programme,

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Summer Internship Programme

To Whom It May Concern:

I am interested in applying for a position in your programme for 2023 as I believe it would provide the kind of challenge that I am now seeking within my career. Please find enclosed a detailed CV.

I am currently working in a gymnastics club in Galway. I was a competitive gymnast from age of 4-16, and although no longer competing, I remain heavily involved in gymnastics coaching and I have a judging qualification for national competitions.

I regularly deal with both parents and children to ensure that I am providing the most satisfactory service for club members, while maintaining a positive, working environment. My experience in this role has taught me a great deal about customer satisfaction and dealing with complaints, and motivating my students. Furthermore, in line with the Cara Inclusion Charter, we offer classes for gymnasts with additional needs, whether these are physical, sensory, or intellectual challenges. This experience has taught me a great deal about social justice and equal opportunities. This has enabled me to practice important skills, such as teamwork, communication, and task management, used in the workplace.

I am a very career-focused individual and participating in the firm’s highly regarded training programme will both challenge and reward me in progressing my chosen career working in a commercial law firm. The firm’s attention to individual skill-development, by means of on-the-job training and exposure to guidance from other staff, really appeals to me.

I am particularly interested in the broad range of services that the firm provides, covering many areas of law which I have not yet studied. I am very ambitious and aspire to achieve excellence in my chosen career and I believe working in Byrne Wallace will give me the best possible base to achieve my full potential. If selected I will thrive in the fast –paced and successful environment offered by the firm.

As identified within my CV, you will read that I recently provided to another legal firm, dealing primarily with probate and conveyancing matters. As a legal intern, I was entrusted with office tasks such as registering discharge of undertakings, drawing up estimates for conveyancing quotes and drafting discovery orders of documents. I acquired a significant amount of experience in terms of liaising with clients, and preparing legal advice notes. I also learned how to be commercially aware and have considerably improved my document management skills due to regular feedback both verbally and in writing from my superior, giving me life skills for my future career as a lawyer.

I am now pursuing experience in a larger commercial law firm, where I will have the opportunity to progress further as a legal graduate. I am also very interested in pursuing a training contract with Byrne Wallace and I believe the Internship Programme would prepare me for this opportunity.

I am a member of the Dance Society in UIG. I am an horse-woman and have regularly competed (for many years) in numerous disciplines including eventing, cross-country and show jumping.

I’m currently studying legal French with my BCL. I completed my Erasmus year last year during which I obtained a diploma in EU law through French. Studying French with law has challenged my abilities, but it has also shown me that great commitments reap great results.

My university Degree initially involved law and human rights, but as time has passed I have become more commercially focused and believe that I can achieve the most change in the commercial area. Consequently, I have selected more business-oriented final year modules such as company and labour law. I have previously worked in an accountancy firm, where I was drawn to the interaction between law and business, and this has been central in my decision to pursuing a career in corporate law. I am also keenly interested in the current affairs within the business community and the wider world, and I believe securing the opportunity to work as a corporate lawyer will give me the chance to become immersed in problem-solving, solution driven activities in my job. I have also found that I have developed stronger analytical skills working in both an accountancy and a law firm and this allows me to think creatively in a high-pressure environments.

I am eager to gain a further insight into the work of the firm and I believe I would be a great contribution to your team.

I look forward to the possibility of speaking to you further about this opportunity. I can be contacted anytime on my mobile (087) 977 8133.

Yours sincerely,

Louisa Byrne.