

Cover letter

The opportunity of participating in this internship would be incredibly rewarding and beneficial as it would help me grow immensely in my confidence and skill in the legal world. It would help me gain new perspectives and experiences that I could then use after I finish college and hopefully join the company.

Byrne Wallace has an incredibly strong reputation within the Law sector which shows that the business and the people within it do everything with incredible passion and determination. The services it provides are done with high standard and integrity. I would be able to broaden my skills that I have already acquired in college.

I am extremely passionate about Corporate and Commercial law, which I was shown the ropes of during my work experience at Arthur Cox, and which I will learn more about once I complete my corporate law module. This internship would allow me to learn directly from, and work with experts in this field. I want to work in a company where I'm surrounded by other like minded professionals who I can talk to and who can also help me seek and develop my skills whilst giving me an opportunity to work with them. I could continue to be a leader and commit to projects within the company that would prepare me to do these by myself once I'm out of college.

As a female from a background other than Irish I find it very important that companies are very inclusive to different genders and ethnicities. The advocacy for diversity is greatly shown through the company's website. Working with such an inclusive company would make me feel extremely proud to represent it.

I have been working part-time (and full-time during summer holidays) since the age of 18. This has taught me the importance of committing to responsibilities as well as discipline which has definitely helped me strive in all my careers and my college experience.

I have incredibly strong people and collaboration skills which have helped me integrate well with all of my co-workers and deal with customers queries that others can't fix. I'm a strong communicator, when speaking to customers I always ask them questions to establish their needs and I listen to what they have to say. Treating everyone with respect is an important value of mine. I'm always composed which aids in dealing with tense situations in both work and outside situations.

I'm a great problem solver and am always quick to solve issues that arise instead of passing them onto the next person. This helps me prioritise tasks accordingly and aids me in managing my time in order to have all my work completed before the deadline.

By gaining information to complete my tasks and asking questions, I can quickly adapt to any situation/environment without any setbacks. Being extremely open minded also helps me achieve my potentials, as I don't just look at one side of problems.

I'd like to say that I'm a good leader, in not just college projects but also with people. I motivate others to come up with new ideas and finish tasks whilst simultaneously creating a positive environment where everyone can thrive without feeling judged or rushed.

All these skills and strengths make me strongly believe that I'm the right person for this position and a great addition who will be a positive representation for Byrne Wallace.

Work Experience

Although I may have not a lot of Law work experience, I feel like the skills that I have acquired in my part-time jobs can be transferred to my future Legal jobs.

Through my experience working in Costa, I have gained many skills that now I can transfer to corporate law. During my time in Costa I've had to use my customer skills to address our customers needs and demands. I met many different people and had to handle different situations in a calm and collected way. This would transfer to corporate lawyers as they need to interact with clients, partners and colleagues to build and maintain positive relationships.

Using my communication skills I maintained customer loyalty as they would always return to friendly faces. I had to use active listening and clearly articulate everything, which helped me pleasantly interact with our customers during very hectic periods and keep a positive environment. This would transfer as as a lawyer I'd have to negotiate agreements and complete legal documents in clear and calm manners.

The fast paced environment of a coffee shop helped me develop great time management skills as I had to prioritise tasks and manage my time efficiently. Similarly corporate lawyers would use this skill when working under pressure to meet deadlines and juggle multiple cases and projects.

I also expanded my team work skills as I had to work with my coworkers to ensure smooth days and provide the best quality services to our customers. This would then translate to corporate law as lawyers often have to collaborate with each other to research legal issues, develop cases and develop strategies.

At the Harvest I had to be adaptable and multi-task, as I had the roles of both the barmaid behind the bar as well as being a waitress for the restaurant part. It taught me many valuable skills and abilities.

I had to be good at conflict resolution as conflicts would be frequent between both staff and our customers. I had to handle these with a calm and collected mindset to understand both sides of the argument. I had to use my communication skills to interact with such situations and mitigate the problems. You could transfer these skills to the legal world as lawyers are constantly surrounded by conflicts and need resolution skills to negotiate settlements and solve conflicts between parties. They also need communication skills to convey and deal with deals and negotiations.

I also gained legal compliance skills as I had to be familiar with different laws and regulations that govern the sale and service of alcohol. I had to comply with these whilst supporting and handling customer and team needs to prevent mistakes and delays.

Working in such a fast-paced environment I had to serve a high volume of customers during special events, nights, weekends, whilst providing the best service with minimal mistakes. I had to work under pressure and manage my time in order to not be behind food and drink orders. This is used by lawyers as they need to have extremely good time management skills in order to meet deadlines.

Lastly at Arthur Cox I got hand on legal experience through a buddy system where we shadowed a solicitor. It was an extremely insightful work experience moment that really pushed me to pursue a career in the corporate law sector.

There I was shown how to deal with customers and how all the skills that I have learned in my previous jobs would be relevant to corporate law. Communication skills were of big importance as it was what would help us maintain and keep healthy and positive relationships with our clients. It was needed to convey ideas and projects to our colleges to have them completed and pursued. There is also no teamwork without communication as there would be no inflow of ideas nor help.

My skill of attention to detail was improved as it was needed to read and understand complex cases, and then to draft legal documents. I could use this skill in the future to prevent errors and assure accuracy which our customers will expect from us.