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Dear Human Resource Manager

Further to your recent advertisement, I wish to apply for a position on the ByrneWallace Internship Programme for 2024. As you can see from the attached C.V., I have completed a degree in **Business and Law at UCD** with a strong track record of academic achievement (2.1), and have recently passed my **first four FE1 examinations**, and have also worked as an Intern in Deloitte. I have always been interested in Law and have acted as Class Representative for the Quinn School Business Forum for the year 2022/2023. Additionally, I undertook the position of Sub-editor and Legal Writer at UCD Student Legal Service Journal 2023.

I am particularly interested in your Internship Programme as I feel it is an unrivalled opportunity to learn, grow and be mentored in a company like ByrneWallace LLP which has a market-leading reputation, and also working with leading practitioners in their field. Having spoken to those who have experienced working at Byrne Wallace first-hand, I was impressed by your exemplary training and working culture. I understand that there is a collective ambition by employees to work together to maintain the firm’s distinguished standing. A company where people are motivated to work together to ensure that the firm consistently delivers top results aligns perfectly with my professional aspirations.

ByrneWallace’s strong reputation in Employment law, IT law, Healthcare and Life Science are very appealing to me as I have excelled in modules in Employment, Medical, Patent and Environmental law, and see these as potential areas of specialisation. This interest has recently been further developed following my work with the Student Legal Service Journal where I researched and edited articles on the above topics.

My background in business and law means that I understand the importance of a multi-disciplinary approach, and I would love to work with a firm that has a vast jurisdictional footprint with offices and connections around the globe. I have a strong ability to identify and solve problems effectively, demonstrated by my participation in the UCD Negotiation Competition. This provided me with a fascinating first-hand knowledge of the theoretical yet practical aspects of corporate law. I feel certain that these skills will allow me to fit in naturally to your working environment and be an asset to the intern team.

My varied experience to date, including administration, handling complaints, summarising documents, bookkeeping etc., has allowed me to develop numerous transferable skills, particularly time management and prioritisation. Working as an intern in Deloitte has given me hands-on experience in a professional office environment with responsibilities in legal research and collaboration, improving my analytical skills and my ability to communicate knowledge to clients in a transparent and easily understood manner. I also gained experience in collaborating with multi-disciplinary teams, conducting in-depth research, data analysis and drafting legal documents. My proficiency in direct customer sales and service has given me a ‘real world’ perspective on building positive client relationships and confidence to maintain lasting customer engagement. I have also developed an ability to multi-task effectively, and to work under pressure in a fast-paced and challenging environment.

I continually strive for excellence including honing my collaborative, teamwork and leadership skills, evidenced through my involvement in team sports, workplace relations and peer group work in college. I also believe in lifelong learning and have undertaken numerous introductory courses which I believe would benefit my career.

Thank you for your consideration and time. I look forward to hearing from you and availing of the opportunity to discuss my application.

Yours sincerely,

***Sarah Dugdale***