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ByrneWallace LLP
88 Harcourt Street
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To whom this may concern,

My name is Sienna McEvoy and I am writing to apply for a position in the Summer Internship Programme at ByrneWallace LLP. As requested, I have attached my curriculum vitae to my application.

This September, I will be entering into my final year in the Bachelor of Arts in Legal Studies and Business course in South East Technological University. I have acquired an ample number of skills and abilities throughout my studies. For example, developing my legal writing and IT skills. I believe that I would be an ideal candidate for the internship programme as this experience would allow me to attain a greater knowledge of the law in a practical environment. I have a curiosity for learning new skills and I have experience of working in a professional environment.

From June 2022 to present day, I have been employed as a Marketing Assistant at Waterford Castle Hotel & Golf Resort. I work there part-time whilst balancing my studies as a full-time student at South East Technological University. I love this job because of the variety of tasks that I am assigned - no two days are ever the same. I get to explore creativity through design (newspaper ads, billboards, social media) whilst carrying out administrative work (emails, phone calls, researching products, liaising with our website developer's Aró) also. I work with One the Waterfront, the Castle's sister property, as well. I assist with similar tasks as the Castle. One the Waterfront is a contemporary seaside venue, located in Tramore, Co. Waterford. Throughout my time at the Castle, I have acquired an ample number of skills and abilities. I am in a unique position of getting to experience working in a fast-paced hospitality environment whilst specialising in an administrative marketing position.

Furthermore, I am fortunate to be in a position where I get to interact and work with individuals employed in all departments of the Castle. Such as, culinary, restaurant, reception, golf, accounts, weddings and events. Thus, it is important to respect what they have to offer and to ensure efficient and seamless communications across all departments. For example, in advance of a new menu launch, the head chef and I will arrange a meeting to discuss all the updates. It is vitally important to do this due to the various technicalities. Such as ensuring that all the allergens are correct in order to avoid any health and safety issues arising. Following our meetings, I apply all the relevant changes, such as updating the menu file itself and the website.

Due to the nature of my position, it is integral that I have a vast commercial awareness. For example, recognising trends in the media and adapting them to the Castle's social media and website. My experience at the Castle has helped me in more ways than I could have ever imagined. I have noticed an improvement in my social, organisational and time management skills, as a result of this job. For example, I have been learning how to communicate in a formal manner and how to deal with issues that may arise.

Thank you for taking the time to read my cover letter and curriculum vitae. I look forward to hearing from you.

Yours sincerely,

Sienna McEvoy