

# Hayley Egan

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Date: 25/02/16

Dear ByrneWallace,

As a 2nd year college student, currently studying Law (LLB) in Maynooth University, I wish to express my interest in your summer internship programme. I would profoundly enjoy this opportunity as it would give me amazing insight into how a law firm actually operates and the realities of it. Also, as I am not completely certain which path I want my law career to go down, I believe this opportunity could help guide me into deciding.

It would also be an incredible experience to be part of such a great team at ByrneWallace and I would be extremely honoured to become part of such if I was chosen.

I have previously worked in Zara in Blanchardstown through which I have gained valuable experience from dealing with customers. I would cherish the opportunity to work at your firm as I feel I would be a great asset to your team - I can adapt quickly to clients needs and can also handle a fast paced and varied workload.

I look forward to hearing from you.

Kind Regards,

Hayley Egan.

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## PROFILE

I am now entering my second year of college studying Law in Maynooth University. I have worked part time for a very fashionable clothing company called Zara. I have a keen eye for detail and love working with the public. I love the challenges working with the public can sometimes bring and feel I have learnt some valuable problem solving skills in this regard. I have a confident and courteous approach to dealing with the public and feel I would fit in right away in your prestigious law firm. I am reliable, punctual, flexible and enjoy working in a team but I can also use my own initiative and think independently.

## CAREER HISTORY

### **Zara Clothing - Dublin - Ireland**

Dec 2014 – June 2015

Retail Representative

- Help customers to research, locate and purchase merchandise. Knowledgeable and personable so as to explain the use and benefits of our products. Displaying and advertising merchandise in an aesthetic and organised manner. Inventory and re-stocking.

### **Ciate Cosmetics - London - UK**

02 July 2014

- Compiled a competitor's analysis by process of researching their competitor's activity on social media.
- Looked at what they were promoting and to whom they were promoting it and if they were running competitions and giveaways.
- I presented my report to the marketing team at the end of the day

### **Inspiring Ideas - Craft & Gift - Dublin**

10 Oct 2011

- Dealing with customer queries, both over the phone and on the shop floor.
- Stock control and inventory
- Re-stocking

### **Moyglare Nursing Home - Dublin**

26 Sep 2011

- Assisted the nursing staff at meal times.
- Helped the residents to knit for a craft fair.
- Worked in a busy team often under pressure.

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## ACHIEVEMENTS

- I have attended St. John's Ambulance first aid course Feb 2015
- I have been training in self defense martial arts for the last year 2014 - 2015
- I attained an A2-2 in a French language school in Nice, France July 2015

## EDUCATION

**St. Peter's College, Dunboyne, Co. Meath**

May 2014

**Examinations taken: Leaving Certificate**

I was successful in gaining a place in Maynooth University to study Law, French and Business, which I studied in my first year. Throughout my first year of university, I achieved the necessary grades to transfer into pure law, LLB.

## SKILLS, IT SKILLS & LANGUAGES

- Consumer-orientated, organised, creative, friendly, outgoing, assertive and cheerful.
- ECDL - Microsoft Office, Word, Excel, Powerpoint
- French, English and Irish

References available upon request.