Bog Hall,

Bog Road,

Oristown,

Kells,

Co. Meath.

087 659 5767

nicola.mcaleese@ucdconnect.ie

19/02/2020.

Manager of Summer Internship Programme,

Byrne Wallace,

Dear Sir/Madam,

My name is Nicola McAleese and I am a third- year student of Business and Law at University College Dublin. I am applying for the 2020 Summer Intern Programme at Byrne Wallace. Enclosed is my resume and background information. I wish to pursue a career at Byrne Wallace because of its rich history and reputation as a progressive and innovative law firm.

The role of intern in Byrne Wallace requires a client centred approach and effective communication skills. I feel that my previous role as a Cashier in Donnybrook Fair (DF) has enabled my cultivation of these exact skills. My responsibilities at DF included, but, were not limited to; day to day sales, returns and interfacing with customers. I felt, however, my client relationship management skills were most significantly improved and challenged in my role working for the DF Customer Call Centre during the Christmas period. I dealt with dissatisfied customers, relationships with suppliers and the resolution of incorrect orders. This role allowed me harness conflict resolution skills which are transferable to the Litigation and Dispute Resolution department in Byrne Wallace. The litigation department has acted for significant, international clients including Zurich Insurance Group in a number of insurance litigation cases. An effective conflict resolution approach would be expected by a solicitor in Byrne Wallace whilst managing such a case. I believe I fit with this approach.

Byrne Wallace is renowned for its competitive professionalism and market dominance in both domestic and international corporate law and business. I feel that my experience as a competitive tennis player whilst simultaneously balancing a demanding college course would be invaluable to a firm of such an ambitious and goal orientated ethos. I value work life balance and an ability to produce results to deadlines whilst maintaining a commitment to sports. I am extensively practised in working on teams both in a leadership and member capacity, to levels of success witnessed in my attainment of two collegiate Intervarsity Tennis titles in 2018 & 2019. I value working in a firm of such excellent reputation and which is committed to achieving results and awards like the recent “Top Legal Advisor to the Public Sector 2019 award.”

A copy of my resume is enclosed for your reference. I would welcome any opportunity to discuss my qualifications with you and learn more about Byrne Wallace. I can be reached at 087 659 5767 or via email at nicola.mcaleese@ucdconnect.ie.

Thank you very much for your time and consideration.

Sincerely, Nicola McAleese.