**Robert Landers**

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**Re: Application for Summer Internship**

**PROFILE**

I am a self-motivated and enthusiastic person who is well capable of working independently and doing my work to a high standard and meeting deadlines. I am also well able to work in a team setting with good communication, interpersonal and leadership skills. I am currently studying my masters’ in law after graduating with a second class honours degree (2.2) in Law Plus with politics. I have gained experience from my coop education at the Irish Prison Service which gave me a fantastic and well-rounded experience of working in an office environment giving me a better insight into what working in the legal sector and government is like.

**CAREER HISTORY**

**Irish Prison Service (Legal and Professional Standards Office) 03/07/2017-**

**22/12/207**

* I worked here as part of my coop placement for six months. This placement opportunity gave me a great insight into how the legal sector of the civil service works.
* My role was similar to that of a clerical officer as I assisted Senior Managers/Officers with creating case files, taking record of documents/correspondence and dealing with prison staff as well as other legal professionals.
* I got to deal with a variety of legal areas including tort law, employment law, criminal procedure and human rights.
* During my placement, I also got the opportunity to visit the Four Courts, the Labour Court and Mountjoy Prison. During these outings, I got to attend hearings and consultations as well as speak with Barristers, Solicitors, Prison Wardens and other Civil Service staff.

**Camp Birchwood for Boys Summer 2018-**

**Summer 2019**

* I worked here as a Camp Counsellor for two consecutive summers as part of the J1 programme. My role involved leading activities such as fishing, canoeing, archery, sailing and other camp activities. Every week I also got the opportunity to lead camping trips lasting from three to five days.
* This experience helped me to develop my communication and leadership skills as I was constantly put in a leading role and had to act as a role model for campers as well as new less experienced staff.

**Absolute Hotel Limerick 17/11/2019-**

**18/01/2020**

* I was employed here as a member of the banqueting staff team catering for large events including Christmas parties, Weddings and Conferences.
* The roles involved included setting up prior to large events, taking orders from customers, serving meals, clearing tables and cleaning up after the event had finished.
* Working as a banquet server allowed me to further develop my communication and listening skills as I had to deal with managers and any queries from the customers. This role also required me to work as a team member as everything had to be done in sync.

**Achievements:**

During my graduation from Secondary School I was awarded the prestigious Student of the Year award including being the top student in History, English and Construction Studies. From being a member of a youth political party over the past four years I have helped set up many events. I undertook the leading role in setting up our annual table quiz in order to raise money by writing questions, booking a venue and getting the relevant equipment needed in order for the event to be a success. I also got the opportunity to make arrangements for our annual night away in Dublin where we visit Dail Eireann and Trinity College.

**EDUCATION & TRAINING**

Master of Laws (General) LLM07/09/2019

University of Limerick 23/08/2020

Bachelor of Laws (Law Plus) w Politics 05/09/2015

University of Limerick 12/05/2019

Leaving Certificate

Mullingar Community College 12/08/2015

**IT SKILLS & LANGUAGES**

* I have an exceptional knowledge of Microsoft Office: Word, Excel, PowerPoint, Publisher and Outlook.
* I am very familiar with Apple MacBook’s and have a great understanding of the features that these systems offer.
* I am very familiar with using legal databases online from studying law for the past four years such as Lexis, Westlaw, Justis and Thomas Reuters to name a few.
* Native English Speaker.

**INTERESTS**

I am a huge Outdoors enthusiast and enjoy activities such as canoeing, kayaking, hiking and fishing. I am currently a member of the University of Limericks Kayak club and have gone a variety of trips with them both domestically and abroad. I also play for hurling for my local GAA club starting from a young age and I am now on their senior panel. I am intrigued by politics and current affairs. I have been a member of a youth political party in college serving on their committee for four years undertaking the roles of PRO, Secretary and Vice Chairperson. From being involved in politics I have gotten the opportunity to meet senior political figures in this country as well as canvass for elections listening to issues or queries that people may have.

**References available on request**

**I would like to take this opportunity to thank you for reading my Curriculum Vitae.**