Alexandra Drummy

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DOB: 26/JUNE/1994

Sinead Fox

HR Administrator

ByrneWallace

88 Harcourt Street, Dublin 2

Dear Ms. Fox

My name is Alexandra Drummy. I am a Third year student of Business and Law in UCD with a 2.1 GPA. I have a keen interest in the ‘Byrne Wallace Summer Internship Programme’.

I am an organised, independent, well-able student and would love this opportunity to expand my experience in the legal environment. I have many qualities, which I think will be necessary in taking part in this internship such as good time management and teamwork skills, which I have utilised and gained through captaining the UCD Ladies Tennis club. This role involves a huge amount of responsibility and independent work organising timetables for training, coaching and competitions for all the various standards in the club and with other clubs. This and my ability to balance curricular activities, a job and a heavy college workload demonstrates my commitment, motivation and ability to work effectively under pressure.

My college course indicates that I am a diligent industrious student and that I have always had an enthusiasm towards the legal industry. . I have always had a keen interest in law especially after my transition year work experience shadowing a barrister and spending time in a law firm**.** I also went to the career fair in UCD and I was very impressed with your representatives who were very friendly and encouraging and eliminated my fear of applying. I have also met a number of students who have taken part in this internship and they have strongly encouraged me to apply complementing the wealth of knowledge skills and challenges they faced which enabled them to gain valuable experience.

Studying Business and Law I have found the combination very interesting. The business world and the law world are intermixed in a corporate law firm. I think this internship would give me an excellent chance to participate in a real business granting me an opportunity to expand my commercial awareness, stimulate and challenge myself so that I can gain a better understanding of what it takes to thrive in a fast paced legal environment and the responsibilities and skills necessary to succeed in a top tier law firm.

Yours faithfully,

Alexandra Drummy