Alyona Balaka

3 St Kierans Close,

Cloughjordan,

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0863933625

30th January 2019

Dear Sirs,

I am a masters student at the University of Limerick and I would like to apply for a summer internship at your firm.

I have graduated in August 2018 and went straight into a masters course, as I wanted to use that opportunity to grow intellectually, while studying for the FE-1 exams, which I will sit for the first time in March 2019. I am on course to graduating with a first class honours degree next year.

Since 2016, I have been working as a legal assistant in a personal injury litigation firm and have a wealth of experience of working under pressure and multitasking. My duties involve assisting the principal solicitor on running and updating the cases as well as other office responsibilities. I am a native Russian speaker and can assist Russian-speaking clients.

I was very excited when I heard that you are accepting applications for this summer, as I really want to experience working in different areas of law and your firm has a very wide practice area.

Completing a summer internship at Byrne Wallace would be an excellent opportunity for me to experience work as a trainee and will be a massive stepping stone in my career. I also believe that my skills can be beneficial for your firm.

Thank you for considering my application.

Kind regards,

Alyona Balaka

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