

33 Northway Estate
Dublin 11
Mobile: 086 2486019
30th January 2019

Byrne Wallace

Dear Sir/Madam,

I wish to apply for the Summer Internship at Byrne Wallace. I am a final year student of Law and Political Science at Trinity College Dublin. I am hard-working, ambitious and a fast learner. I believe that would make an excellent addition to your team at Byrne Wallace.

I have excellent research and analytical skills. I carried out an independent research project of considerable length on an unfamiliar topic at Masters' level last year during my Erasmus at Humboldt University, Berlin. For this we were given a month to research and write about the topic, and subsequently to give a presentation to a group of colleagues and to answer any questions. I have given a number of similar presentations where I was able to develop my communication skills while on my year abroad.

I have consistently performed excellently academically which is a testament to my hard-work and dedication to any goal or task I set for myself. I am on course to graduate with a first class honours in my degree. In my Leaving Certificate exams I scored 605 points, which put me in the top 0.7% of students for the year 2015. The combination of studying both Law and Political Science has enabled me to gain much wider perspectives on issues and a more rounded set of skills.

I have had part-time jobs during my undergraduate degree which led to me developing good time-management and organisational skills in order to ensure a balanced my time efficiently. I have worked in busy, fast-paced environments that were very customer focused which required me to be both flexible and adaptable under pressure, while maintaining high standards of customer care. This has also given me plenty of experience working as part of a team.

I have also given my time to a number of voluntary activities which I feel passionate about. I worked with Trinity's Voluntary Tuition Program to tutor a student from an underprivileged background in two subjects. This also required me to be organised in planning our sessions and efficient in using the allocated time.

I look forward to hearing from you.

Yours faithfully,
Aoife Byrne.