Dear Sir/Madam,

I am a Graduate with a Bachelor of Law (LLB) in Maynooth University (2.1 degree upper division in 2018) and I am very motivated to put myself forward for the position of Summer Intern. I am writing this cover letter to briefly introduce myself, demonstrate my capabilities and achievements.

My course involved many different aspects of law such as Company Law, Jurisprudence, Criminal Law, Dispute Resolution, Evidence, International Justice, Law of Torts, Equity & Trusts, Contract Law, EU Law, Land Law, Family Law, Criminology, Transnational Litigation, Media Law, Constitutional Law, Administrative Law, Migration/Human Rights, Employment Law, Tax Law, Banking/Financial, IP Law etc. As a result of my studies, I have broadened my knowledge and would prove an asset from my understanding of the subjects mentioned above.

I have an interest in many areas of law with an appreciation of Company, EU, and Criminal law. A career in law appeals to me because I enjoy the multi-faceted approach undertaken in the field of law. I take pleasure in problem-solving, developing an argument and working in a team. The challenge and diversity of commercial work by helping clients achieve their objectives greatly attracts my attention.I appreciate the competition that goes with commerce and the constant drive towards accomplishment in the marketplace. I like the aspect of anticipating issues which might affect a client which haven't been already identified. I enjoy the fact that the environment is constantly changing and that the most successful clients are the ones who anticipate that change and adapt their business accordingly.

As you will see from my CV; I have worked in different companies and have gained new skills relevant for roles that you may find suitable for me. I have worked in small teams as well as larger organizations and always strived to bring enthusiasm and professionalism to the workplace.

I am always looking to ensure anyone I work with, whether that be a customer or colleague, that I provide the best and most pleasant assistance. I relish work that keeps me engaged, intrigued and provides an enjoyable team atmosphere. I am punctual, diligent, helpful, a willingness to learn and excellent people skills. I can work to a strict timetable and I believe I can be an asset to your team.

Please view my C.V attached in this email and should you have any further questions or a position may become available that you think would be suitable for me, please do not hesitate to contact me by phone 083-3543294 or by email christopherbrogan23@gmail.com.

Kind regards,

Christopher Brogan.

**Christopher Brogan**

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**Personal Summary:**

I have completed a Bachelor of Laws (LLB) in Maynooth University. I have eight years’ work experience in customer service, hospitality, and retail. Furthermore, besides my studies in Law I have obtained a Bachelor of Arts Degree in Performing Arts at Dundalk I.T. While doing this I developed skills in writing, directing, and acting for the mediums of theatre, film, and radio.

In Maynooth University during my second year I was the Chairperson of the Drama Society, in my first year I was elected Festival Co-Ordinator. Additionally, while studying Law in first year I also studied Computer Science and English before pursuing Law as my main course.
I have a keen interest in consumer protection law, criminal law, and EU Law. Similarly, I enjoy working in a fast moving/high task volume environment. I appreciate challenging work and strive to adapt and exercise my skills to accomplish goals set before me.

**Legal Executive**: Hegarty Solicitors, August 2018– Current Employer

* Advised various clients on wills, debt collection, probate, conveyance, business, criminal and family law matters
* Aided in secretarial work involving filing of documents scheduling appointments collecting DX
* Drafted legal documents and responding to email queries
* Ordered supplies, copying, faxing and maintaining the office

**Bartender:** The K Club September 2017 – September 2018

* Delivered exceptional service by greeting and serving customers in a timely, friendly manner.
* Quickly mix a variety of simple and complex cocktails and other beverages.
* Took prompt, decisive and corrective action when necessary to maintain the satisfaction and safety of all patrons and staff.
* Assess guest demeanour and identified when to call behaviour to attention of management.
* Set up special events, private parties, weddings contests etc. to help drive sales and promotion.

**General Cinema Operative:** The Arc Cinema June 2014 – September 2017

* Provided high quality customer service i.e. include ushering guests, hosting birthday parties and operating the till.
* Worked many late to midnight shifts for highly anticipated movie releases and special screenings.
* Assisted in the maintenance and cleaning of cinema screens, projectors, lighting and all round general housekeeping of movie theatre.
* Completed ticket transactions accordingly. Ushered guests to screen areas and to their seats, while maintaining a pleasant and helpful demeanour.

**Cahier, Cleaner and Projectionist:** Drogheda Omniplex June 2012 – June 2014

* Created a welcoming environment for all customers, providing them with information and exceptional customer service.
* Became highly efficient in projectionist process. I.e. Making sure film runs smoothly, storing films safely and looking after projection equipment.
* Working on the till, handling cash and helping customers with their purchases.
* Towards the end of my tenure I took on a more supervisory role with training and assisting new staff and managing cinema.

**Tour Guide, Receptionist, Secretary:** Millmount Museum Drogheda September 2010 – June 2012

* Lead guided tours around museum interior and exterior while handling queries from customers.
* Prepared exhibitions for special historical events relevant to the town of Drogheda and greater County Louth. I.e. Handling VIPs, school visits, promoting exhibition, coordinating with staff etc.
* Performed office based work i.e. taking phone calls, writing up reports and informative documents for customers, emailing prospective clients and general secretarial work.

**Education Details:**

**2018 – 2019** FE-1 Complete

**2014 – 2018** LLB. Bachelor of Laws, Maynooth University. **(2.1 Upper Division)**

**2011 – 2014** Performing Arts, Bachelor of Arts, Dundalk Institute of Technology. **(1.1 Upper Division)**

**2010 – 2011** FETAC, Liberal Arts, Drogheda Institute of Further Education. **(1.1 Upper Division)**

**2005 – 2010** Leaving Cert, Josephs CBS, Drogheda, Co. Louth.

**Skills & Abilities:**

* Food Hygiene & HACCP Awareness FSAI Level 1 & 2. (expires 02/09/2019)
* Professional Bar, Wine, and Barista skills.
* Received Silver Service training and certificate.
* Temperature, Allergen, Contamination, Infection, Cleaning and Pest Control.
* Have participated in the Writing, Directing and Acting in numerous Plays at college, school and in the town of Drogheda.

**Achievements & Interests:**

* **Elected Chairperson of MU Drama** during my second year in Maynooth University was previously **Festival Co-ordinator** in my first year.
* **Volunteered** during the 2016 Maynooth **Students Union election**. Provided insight into our manifesto and handed out to students and discussing the candidates.
* Organised a legal study group in my second year of college with an emphasis on **EU Law** and **Criminal Law**.
* Assigned **team leader** while working at Drogheda Omniplex and Arc Cinema Drogheda.
* **Written, Directed, and Acted** in several productions as part of Red Paper Clip Theatre Company, MU Drama, Little Duke Theatre, and Droicead Youth Theatre. Credits include King Lear, Hamlet, Macbeth, Waiting for Godot, How Many Miles to Babylon.
* Represented my school nationwide and internationally as part of St. Josephs CBS Athletics and at club level nationally with Dunleer Athletics Club.
* **Gold** in the 2008 CBS-All-Ireland Cross Country(Under 17)
* **Gold** in the 2008 400m(Under 17) CBS All-Ireland Track and Field
* **Gold** in the 2006 North Leinster Cross Country Championship(Under 15)
* **Silver** in the 2006 Drogheda districts schools cross country(Under 15)
* **Gold** in the 4\*100 in the 2006 CBS Indoor Championships(Under 15)
* Participated in major events in Ireland, Europe and the USA (On our **European tour** I was named team **captain on European Tour**).
* **Competed** in events **annually** from **2005 – 2011**, Ras Na hEireann, Leinster Championship, Antrim IAAF International Cross Country, Boston School open 2007 & Brussels School open 2009, CBS All-Ireland Cross Country + CBS All-Ireland Track and Filed.

**Reference**:

* **Ms. Fidelma Hegarty:** Principal Solicitor at Hegartys Solicitors
* **Mr. John Ryan:** Beverage Manager of The K Club
* **Mr. Shane Faulkner:** Manager The Arc Cinema Drogheda

Contact Information can be provided upon request.