**Ciara Dorey**

Knockisland, Duleek, Co. Meath

**Mobile:** 086 2099012 | **Email:** [ciara.dorey2@mail.dcu.ie](mailto:ciara.dorey2@mail.dcu.ie)

Byrne Wallace,

88 Harcourt Street,

Saint Kevin’s,

Dublin,

D02 DK18

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Dear whom this may concern,

Please accept this cover letter and CV for consideration for your summer internship position. I am a diligent, self-motivated and ambitious individual seeking an opportunity to work and gain experience in a diverse law firm.

I am attending University College Cork studying my Masters of Law LLM (General) Degree. I have recently graduated from Dublin City University where I studied a Bachelors of Law and Media Studies. I graduated with a 1:1 ranking 1st in my class. I was nominated to represent DCU at the Chief Justice Summer Placement Programme where I got to shadow Mr Justice Barniville, President of the High Court. Outside of my college studies, I have completed the Smart Consent workshop with DCU and the Bronze Gaisce Award. This award allowed me to improve myself through participating in voluntary work, physical activity, personal skills and a 30km walk.

I have previously worked in a fast-paced environment acting as a shop assistant in my local Centra. This position emphasised the importance of organisation and building relationships that result in repeated business. I have also volunteered as a piano teacher. This experience taught me how to independently manage my time and multitask effectively. These positions have helped me realise my determination and desire to pursue a career in law, specifically one in a diverse and varied law firm like Byrne Wallace.

Throughout college, I have volunteered as a panel member with FLAC and I am an active member in Law Society and ELSA. I also held the Ordinary Committee Member position with DCU Fishing Society. I have completed the Matheson Virtual Experience Programme, which provided me with an understanding of a legal soliciting work environment. I also participated in DCU’s Career Mentorship Programme. This allowed me to speak with a trainee solicitor to gain advice and learn about their experience within the industry. However, these insights have been minimal, and I am determined to gain first-hand experience in this work environment.

Participating Byrne Wallace’s traineeship programme would be the perfect opportunity to gain an insight into various broad areas of the law that interest me whilst also building on the legal knowledge I currently possess.

Thank you for taking the time to read this letter. I look forward to hearing your response.

Kind regards,

Ciara Dorey