Ciara Kelly

29 Birchfield Court,

Goatstown

Dublin 14

11/02/2020

Ms Emily Murray,

88 Harcourt St,

Saint Kevin's,

Dublin 2.

Dear Ms. Murray

I am a third year Business and law student at University College Dublin and am seeking a summer intern position in ByrneWallace for the coming summer of 2020. I expect to complete my studies in May of 2021 with a 2:1 Honours degree. I believe that my current education, legal skills and knowledge as well as previous experience in an administrative role and commercial setting are an excellent match for the requirements of this position.

I was attracted to the business side of the law and after doing extensive research, I knew that ByrneWallace would be the best fit for me. The calibre of the firm and its lawyers and the regard in which they are held internationally was also a big factor in my choice. Additionally, the core practice areas of the firm- competition, construction, data, employment, energy, environmental, EU, intellectual property, procurement, real estate and tax, are the main international selling points of Ireland as a financial services jurisdiction, and so training in ByrneWallace gives you the exact skills which are in demand in the modern legal market. I also was attracted to Byrne Wallace’s strong emphasis on CSR. As a free legal aid clinic volunteer within the UCD Student Legal Service I have always enjoyed the unique challenges presented by this role and ability to help others using my knowledge from university.

Time management, collaboration, negotiation and communication I believe are my core skills which match with a career in commercial law. With my experience living and working in New York for the summer of 2019 I worked in a faced paced environment with a variety of cultures that allowed us to come together as a team of people, all new to one another and to achieve excellence on the job. This involved adaptability to a new environment and strong teamwork skills to perform as a team. It involved having respect for those there before, whose experience helped guide us new employees and gave me the opportunity to learn quickly. My values of time management and communication come from my work as chairperson of the UCD Student Legal service as I use the opportunity as a chance to bring fresh ideas into the society and make it more welcoming to other degrees, not just law students. I broadened the reach of our annual negotiation competition both as organiser and as a judge as this is a skill needed throughout all industries, not just the legal world. I introduced a sports bonding day for first years in reminder that taking care of your physical and mental health is just as important as the academic aspect of university

Thank you in advance for taking the time to consider my application. If you have any questions or would like to schedule an interview, please contact me by phone at 086 668 7110 or by email at ciara.kelly5@ucdconnect.ie .

Yours Sincerely,

Ciara Kelly.