

Dear Hiring Manager,

I have recently graduated from Dublin City University (DCU) with a Bachelor of Civil Law Degree and I am currently studying a Master of Laws in Intellectual Property (IP) and Information Technology (IT) in University College Dublin (UCD). I am currently an FE1 candidate and it is my hope that interning at Byrne Wallace will give me the necessary foundation for a rewarding career in corporate law. I believe I am the ideal candidate for this position. I have previously taken an aptitude test by Cambridge University and my personal attributes scored a 100% match to a career in law. I have obtained a high 2.1 degree in Law which I hope will demonstrate my academic ability to work at this level. I have always had an interest in law from a young age and my passion for law has developed significantly from my work in a commercial law firm as I am now fully aware of the structure, culture and procedures of the legal profession. I find the work done by Byrne Wallace extremely interesting and I also have a strong interest in the business world.

My role as an Investigation and Adjudication Officer on the Tracker Mortgage team has given me skills that are directly transferable to working for Byrne Wallace. I have gained strong analytical, research and problem-solving skills as I was required to analyse competing evidence in a fair and impartial manner, while demonstrating excellent attention to detail, to identify a reasoned and fair outcome and consider all issues and evidence contained in adjudication files to draft accurate and consistent decisions for consideration by the Ombudsman. I have experience in communicating clearly and translating complex information into understandable terms for parties, from assisting with the provision of information to complainants, providers and the public generally. I also gained experience in learning how to provide appropriate and effective legal advice and services to clients and working for McDowell Purcell allowed me to gain experience in managing caseloads, conflicting demands and priorities, in order to meet target timelines.

As a Sales Intern in Sixt Dublin Airport, I have worked in an environment that is client-focused and results driven. I greeted customers and offered them products that met their wants and needs and by doing this achieved sales targets set by management. I also had the responsibility of resolving complaints. I have experience working in a fast-paced sales environment as I served a huge volume of clients in Sixt. During peak periods of the year I served between thirty to forty rentals a day and from this I have learned how to work efficiently under pressure, prioritise and make optimal use of time available. I will be able to use these skills working for Byrne Wallace as I will not be daunted by dealing with complex issues in a busy legal environment. My two year sales experience has also allowed me to develop a good understanding of how to build business and client relationships.

While working as a receptionist I handled all correspondence with clients including meeting with clients face to face, answering phone calls and responding to emails and from this I have gained strong communication and interpersonal skills. I have also obtained excellent organisational skills as I had the responsibility to manage appointments and co-ordinate events.

I have also gained excellent teamwork skills from my participation in co-curricular activities. As event organiser for Justice, Peace and Integrity of Creation (JPIC) in Loreto College and team leader of Localise a community development organisation, I worked as part of a team to organise fund raising events for charities such as Saint Vincent de Paul and the Irish Guide Dog Association. I was able to further develop my ability to work as part of a team by participating in group assignments as part of my college coursework. During my moot court module, I worked as part of a group and preparation for moot court required a great deal of organising and strong team work skills.

I am extremely interested in the intern position in Byrne Wallace because I know that Byrne Wallace is a top tier law firm and has a demanding client-service environment and I would like to work in a post that is intellectually stimulating and where I would face new challenges as I am extremely self-motivated and determined and I am willing to go the extra mile when the situation demands it. I would also like to work in a truly full-service corporate law firm where I would be exposed to a variety of work and have the opportunity to see various practice groups in action.

I am friendly, enthusiastic and hard-working. I know that Byrne Wallace is a firm where I can make a positive contribution and my passion for commercial law, strong communication and team-work skills will make me a very competitive candidate for this position.

I would greatly appreciate the opportunity to interview with you to further discuss my candidacy. Thank you for your time and consideration of my application. I look forward to hearing from you.

Sincerely

Clara Doyle