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88 Harcourt Street,

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February 8, 2017

Dear Ms.Oslow:

I am currently a second year law student at Dublin City University (DCU) and I am writing to apply for the Summer Intern Programme. This position was brought to my attention by the Law Society in DCU and I found the opportunity presented very interesting as I know that ByrneWallace has a first class reputation and I have always been impressed with the high quality services you offer. Interning at ByrneWallace would allow me to gain some hands-on experience working in a commercial law firm and strengthen the skills I need to for a career in commercial law. I am enthusiastic, hardworking and reliable and I feel confident that I would be very productive and would contribute to the work at ByrneWallace.

By working as a receptionist I would handle all correspondence with clients including meeting with clients face to face, answering phone calls and responding to emails and as a result of this I have gained strong communication skills. I have also obtained excellent organisational skills as I had the responsibility to manage appointments and co-ordinate events. My work as a receptionist has also given me experience in performing administrative duties.

Furthermore as a Rental Car Sales Agent in Sixt I have worked in an environment that is client-focused and results driven. I would greet customers and offer them products that would meet their wants and needs and by doing this would achieve sales targets set by management. I have experience working in a fast paced sales environment as I served with a huge volume of clients in Sixt. During peak periods of the year I would serve between thirty to forty rentals a day and from this I have learned how to work efficiently under pressure and make optimal use of time available.

As my CV indicates, I have also gained excellent teamwork skills from my participation in co-curricular activities. As a member of the SVP group and team leader of Localise a community development organisation, I would work as part of a time to organise fund raising events. 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 the moot required a great deal of organising and strong team work skills.

I know that ByrneWallace is Ireland’s biggest law firm and is an excellent place to work with great management and career development opportunities which is very important to me. This is a place where I know I would be happy working and my strong communication, organisation and administrative 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