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Human Resources,

ByrneWallace,

88 Harcourt St,

Saint Kevin’s,

Dublin

To whom it may concern,

I am writing to apply for a place in your Summer Internship Program. I believe my research skills, excellent teamwork abilities and work experience in multiple fields make me an ideal candidate.

I started working immediately after I finished my Leaving Certificate. I worked in a hairdresser’s for a year and a half as a receptionist. I believe working in such a busy environment at the age of seventeen has given me a proactive work attitude that I will always have. I worked with a wide range people from clients, supplied and management on a day to day basis. This allowed for my confidence to grow exponential from the person I was finishing my Leaving Certificate the previous month. Working with computers and phone bases systems also allowed me to improve my IT skills as well as my phone call etiquette.

In September of 2017 I began work as a secretary for a construction company. The biggest thing that I have gained from working as a secretary was how to manage a large workload. I was responsible for ensuring that the company bookkeepers and accounts had all the relevant documentation, this could not be overlooked as returns had to be filed bi-monthly. I also liaised with clients on a day to day basis. This job further influenced my interest in a career in law as the small elements of law I was involved with where was I found the most interesting.

Within the same month as I commenced work as a secretary I also began working in a Gala as a deli assistant. I still continue to work both jobs. The main thing I have gained from this job is the development of my leadership skills. Management have looked me as a step between themselves and other staff they would not regularly see due to rostering. This fast pace work environment has thought me how to better multitask. Compliance with health and safety regulations is a large part of my role within Gala. This legal element is one which I greatly enjoy and it has lead to me doing my own research on the topic outside of work or college.

Within my school years I was successfully nominated for student council all five years. While on student council I had to liaise with staff and the board of management, students and third parties. One of the main changes in the school was in relation to the school's catering contract. Both staff and students were unhappy with the service they were being provided so, with the help of other members of the council, I was able to sit down with the school Principle on many occasion in order to make changes during the contract of the company at the time and to ensure a tender was put out near the end of the company's contract. I also worked on the introduction of a new timetabling system in the school which allowed for an earlier finish for staff and students one day a week. As well as this I worked on a number of charity fundraisers both through my school and outside of school. I have won an award for a research project in history, as well as economic student of the year and overall female student of the year. I was also elected to both my school's graduation committee and the Debs committee.

In regard past times and hobbies, I enjoy music and have played the piano since the age of eight and continue to do so. As well as piano I also enjoy playing the guitar. This downtime allows me to switch off so when I return to the task at hand I have a clear and focused mind. I also enjoy playing rugby after being introduced to it in secondary school. This sport allows for the development of teamwork skills as well as it giving me an outlet which I think is just as important for mental health as it is physical. I am also an avid swimmer but purely for leisure. I also massively enjoy creative writing. This was always something which was frightening to me due to my dyslexia until I was encouraged to use it as a tool to help me transfer what I wanted to stay onto paper. Before I would have had excellent speech skills as well as the ability to learn and recite information but I would have struggled with the ability to my creative thoughts in translate to words. I think throughout the years of creating writing my abilities have improved massively and with it my confidence

I believe that I would be an asset to your program and well as the internship providing me with an ideal opportunity to expand my legal skills and gain experience in the field.

Thank you for your consideration.

Sincerely,

Danielle Drumm

Third Year LLB

Maynooth University