20/02/2020

Dear Sir/Madam,

My name is Deirbhile O’Neill and I am a third year UCD Law with French Law student, currently studying in Université Toulouse Capitole 1. I would like to apply for the summer internship programme at ByrneWallace.

I am an innovative, driven student with a strong academic record. I believe that these qualities are what makes me a fit for a dynamic and ambitious firm such as yours.

For 5 weeks over the summer of 2019, I volunteered with the Hope Foundation in Kolkata. From this experience I learned how to work as part of a team with a range of people from different cultures. Through working with children who had very little English, I developed my adaptability and problem solving skills. I also learned how to communicate clearly despite the language barrier.

I have worked for over a year as a waitress in Faithlegg House Hotel. This position has taught me invaluable skills with regard to time management, organisation, and communication. Working in such a fast-paced environment has taught me how to improvise and adapt as the situation requires, while maintaining a positive attitude and communicating effectively with customers.

Previously, I worked in the UCD call centre which allowed me to develop my customer service skills, including clear communication, patience, and knowledge retention.

I am interested in sport and was selected to play for UCD’s women’s soccer team, from which I have learned determination and accountability. I am also a keen writer and have had my work published by UCD’S *College Tribune*.

I believe that the above attributes and skills would be easily transferable to a position in ByrneWallace, where the working style is based on collaboration with clients, transparency, accountability and the highest standards.

From my law degree I have acquired knowledge of different constitutional systems, both civil and common, as well as a high competency in French. This has prepared me for a role in a firm which works closely with international businesses. I am currently studying for a diploma in EU Law. I believe that my developing understanding of EU processes is valuable knowledge that I could bring to ByrneWallace if selected for an internship.

What is unique to your firm is the importance that it places on community outreach. Volunteering is one of my own core values. I read that ByrneWallace was shortlisted for Best Community Programme for your work with Solas Project. I would relish the opportunity to work for a company which shares my commitment to fundraising and community support.

I would really appreciate the opportunity to join your team at ByrneWallace. As I trust you can see from the above and my CV attached, I believe I have the skills and strengths necessary to succeed in such a progressive and innovative working environment.

Thank you for taking the time to consider my application.

Yours faithfully,

Deirbhile O’Neill