Eimear Corcoran

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Dublin 12

Byrne Wallace,

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Dear Sir/Madam,

I am writing to you to express my keen interest in your summer internship programme at Byrne Wallace. I am currently a year 3 student in Dublin Institute of Technology studying Business and Law. I enjoy my degree immensely and am keen to pursue my career in law once finished. I am specifically applying for your internship as I feel like I am an ideal candidate.

I am experienced in dealing with people and clients, my part-time job in Brown Thomas has really given me the confidence needed when dealing with customers and staff alike. My job has also given me many professional skills that I feel would work well at Byrne Wallace, especially as the company prides itself on such excellent service.

In my spare time I volunteer as a Girl Guide leader, although this can be challenging I really enjoy it. It has given me great leadership skills as well as teamwork skills. I am regularly planning trips and activities for the children to enjoy. I also spend a lot of my time communicating with parents, other’s leaders and children. Girl guides really displays my dedication and commitment, I have been a member since the age of 6 and worked my way right up to leader at age 18. It allows me to show my creative and fun side as I engage in many different activities with the children. It is a very rewarding hobby. One of my greatest achievements to date relates to Girl Guides. I was awarded my Chief Commissioners Award, this is the highest award in Guiding. As part of my project to achieve this award I raised over €800 for charity, I then got to speak about my fundraiser in the Mansion House. I was very proud of this as I put a lot of hard work into the project and it was a great achievement to be awarded the silver award and to get the opportunity to address a crowd in the Mansion House at such a young age.

Since transition year in school I’ve had a great interest in law and it was in this year that I decided the career I wanted to pursue. I opted to take a legal skills module which started to give me a basic knowledge in law, I took part in mock trials and debates along with court trips. Ever since my interest has grown and developed. I have also kept an eye on the news and court cases, taking time to read judgements and trials in my spare time. I really enjoy my degree and feel like I have definitely chosen the right career path. I am also a member of the law society in college which allows me to engage with law in both a formal and informal way. I really enjoy the events and activities the society organises.

Another passion of mine is fashion, my part time job really allows me to show off this side to myself. In my spare time I like to research fashion trends and new brands. I was previously a member of the fashion society in college. This side to me is also creative and fun, I like to use my fashion sense to show off my personality.

I hope I have shown you fitting I am for the summer internship position with yourselves at Byrne Wallace, it would be an honour to work as part of your award-winning business.

Yours Sincerely,

Eimear Corcoran.