Cover Letter

JB Student Campus,

 At the Deaf Village,

 Navan Road,

 Dublin 7

Dear Sir/ Madam,

I am writing in interest for the opportunity to work as an Intern for Byrne Wallace for Summer 2016.

I am currently in my first year of studying Law at Dublin Institute of Technology, having completed my Leaving Certificate in 2015. This is the only profession that has interested me, even from a young age, and I want to do everything possible to thrive and succeed in the area of law.

As a first year Law student, the key skills of time management and being prepared for classes and tutorials, are all beginning to become essential day to day areas of life, and I pride myself in being a highly organized and attentive individual in everything I do.

I have always been a great enthusiast with a great attitude for working with and around people within any environment, and individually if the case may be. As being part of numerous sports teams throughout the years, one being a key member of my senior hockey team, which provided me with the opportunity to gather the ability of teamwork and leadership.

 I am currently the first year Law Class Representative for the current academic year, with a high involvement in the day to day events in DIT, holding key responsibilities of any disputes that the class may have, and being able to bring it forward to whoever it may concern. At the moment, I am a member of a campaign committee for DIT Presidential Election, promoting and advertising for our candidate.

Previously, I have gained experience of working in a law firm and got a clear insight into the management and day to day operations that the firm carries out. This gave me the knowledge of the needs and requirements between lawyers and their clients. During this time, I was the only student that had been selected to gain such an opportunity, and I loved every minute of it, as tasks and orders were completed quickly and efficiently and done with maximum effort. I was left to filing, which I was able do with a high standard of colour coding and in alphabetical order. Mailing was another task, emailing and responding to certain emails. Answering telephone calls and redirecting to the appropriate person. I also had the opportunity to do key research for a clients’ case, which showed a more in depth knowledge of how to go about putting a case or argument together.

I would love the opportunity to work as an intern for Bryne Wallace, as I have an immense amount of interest in developing my experience and skills and want to learn more about the professional legal area. Becoming a solicitor has been a my main and only goal from a young age, I want to be able to fulfill this with a strong foundation of working next to top legal professionals, and in a top legal firm.

Yours Sincerely,

Erika Kingston

Law Student of Dublin Institute of Technology

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