88 Harcourt Street, Coolkelure,

Dublin 2, Dunmanway,

Co.Cork

31st January 2018

Dear Sir or Madam,

I am very interested in applying for the Summer Internship Programme in Byrne Wallace, as advertised on your website. I am currently in my final year of Law(LLB) in Dublin Institute of Technology, where so far I have gained a grade average of II.I.

During my research into Byrne Wallace, especially its investment in it’s teamwork environment. A huge unique benefit that assured me when applying for the internship was the open door policy in the firm. This would be an invaluable experience to learn from experts in their field, while also building life-time relationships. All of these factors, gives me a real sense of a team based environment and close community, where questions are encouraged and answered.

I am fully aware that you seek individuals who are committed, driven and passionate, who have the desire to develop their legal skills. I am also aware of the fast-paced environment involved in a commercial firm and cases of this nature, as I have been exposed to such elements in my current role as Legal Assistant in Paul O’Sullivan & Co. As a ‘hands on’ experience, I have learned to multi-task on various different matters while under strict deadlines. It has also made me aware that communication is a key part when liaising with clients, counsel and solicitors in exceeding expectations. I have achieved this by being extremely efficient and driven while constantly maintaining attention to detail. Through this exposure, I have greatly improved my legal skillset such as being able to work efficiently on my own initiative or in a team. This position, as well as my commitment to my part time position in Phelans Pharmacy, my college studies, past internships and volunteer work, is a great example of my ability to strike a great work-life balance. This a quality that I will be bringing with me even after graduation.

I believe myself to be a keen team player as well as a team leader as demonstrated through my volunteer work with Suas, numerous sports teams and in my role as a PRO. As from a young age I have been apart of athletic teams, competing in relays, sprints and mini marathons. Additionally, I have captained various hockey teams, competing in league and cup competitions. As a valid team member, I have learned to listen and communicate with my teammates in an effective manner, while also demonstrating leadership skills. I was glad to know that Byrne Wallace takes part in many charitable events, as this is something I am very passionate about. As PRO with Operation Smile it has enabled me to be apart of something that makes a difference in people’s lives. We ensure that work we do is very efficient, by delegating tasks, reaching out and making people aware of how they can help and make a difference too.

I understand that there is a high level of integrity associated with any firm and it’s cliental, which I am fully capable of providing. My experience of working in customer service whilst in Phelans Pharmacy and Paul O’Sullivan & Co, has taught me to uphold such a high level. I have quickly learnt that complete customer satisfaction is what I need to achieve in order to exceed expectations. These are some of the skills I have accumulated and would have no difficultly in applying them into the role as an intern and future solicitor.

I am available to attend an interview at any convenient time and I look forward to discuss my application further.

Yours sincerely,

Erika Kingston.