Eve Brook

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Thursday, 25th of February 2016

ByrneWallace

87-88 Harcourt Street

Dublin 2, Ireland

**Re: Summer Internship Programme**

Dear Sir/Madam,

I am writing to you to apply for the Summer Internship Programme 2016. I believe that my experience working with people and endeavouring to provide a quality service will enable me to thrive in the internship programme this summer.

I chose to come to Strasbourg for my Erasmus year as it is a centre for international law and human rights. I have had the opportunity to attend numerous conferences in the Council of Europe, concerning different rights such as the freedom of expression and the right to privacy. I believe my exposure to international law makes me a good candidate to work for your firm. My ability to adapt to a different system of law and learning how to work effectively in a new and challenging environment is an important skill to have for a law firm. I believe ByrneWallace would be the best place to develop this skill as a firm that offers a range of expertise and is a member of ALFA International.

Client satisfaction is very important to me and as it is a core value of your firm, I would strive to provide the best service possible for your clients. As an Activity Coordinator for Atlantic Language, I worked with hundreds of foreign teenage students who had come to Ireland to improve their English and also to get a taste of Irish culture by exploring the country. It was my responsibility to ensure the students had the best possible experience. My focus was on the students’ enjoyment of the activities. The group leaders were pleased with the way in which I executed tasks and fulfilled my role as providing a service for them.

I believe my communication and interpersonal skills would allow me to engage with clients more effectively and I would be able to come up with solutions if their needs changed. My experience working as a member of the promotional staff for Coyotes Late Night Bar and Club greatly improved these skills. I used my initiative to develop methods of communicating with potential customers and as a result, I often received the highest customer intake bonus. As an Activity Coordinator for Atlantic Language, I communicated effectively with the students and the group leaders to ensure they were happy throughout the various activities.

I would like to thank you for taking time to consider me for this position.

Yours sincerely,

Eve Brook