Hannah Ní Chléirigh

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February 9, 2018

88 Harcourt St., Dublin 2.

Dear Ms. Beth Onslow,

I am applying to the summer internship programme with ByrneWallace in 2018 as I am currently a penultimate BCL with Irish student and would like to apply my knowledge to a professional environment. Law is highly topical area and the vast amount of news is related to practice groups that ByrneWallace specialise in and therefore it has engaged my interest in the area. I feel that my background in law would be a great benefit to me in this area, and in particular I achieved 73% in my company law exam last semester, which gives me great knowledge in this area. I would love to have exposure to some of the company’s clients as ByrneWallace is one of the largest law firms in Ireland and law firm of the year in 2016. I believe that this internship would be of huge benefit to me as I head into the final year of my law degree and I would therefore have a better understanding of the professional context of the subjects covered.

I feel I fit into the company well as I have all of the values that are expected of your employees. As a part time job through college I work in McDonalds and I deal with customers all the time. I have learnt to be responsive to problems that occur to ensure that the customers feel the company is reliable, trustworthy and I have become great at problem solving. As I work in front of house, which encompasses customer service and cash, I am very approachable, patient and provide great and fast service to clients. In University I am a high achieving student and I have always worked very hard to have first class knowledge in the area I am studying and making sure my results exceed expectation both academically and in work. I am reliable and trustworthy as I have run summer camps in athletics for a few years and I have been entrusted to create and develop the programme. I participated in an Irish language moot court in Kings Inn last year and I have gained a small insight into a job as solicitor and I am more interested than before to become a solicitor. For nearly five years I have also been volunteering with a youth club called Ógras and I work closely with the director of the organisation. I was selected by Ógras to participate in an Erasmus+ programme in Slovenia last summer. My loyalty and trustworthiness to the company was the reason the director put me forward for this position. On this course I learnt conflict resolution skills, mentorship skills and problem solving. I received a youth pass certificate from this programme, which shows the competences I have been trained in. I also gained invaluable experience from this training course such as working as part of a team and making sure that everyone’s voice is heard. I have put this into practice in my part time jobs as I work with a team at all times and we must make sure that we help each other so that we achieve the most efficient results at all times. I therefore have the values that large businesses and companies are looking for. As a volunteer what draws me to ByrneWallace is the vast amount of Corporate Social Responsibility work that you do in the community such as work with the Special Olympics of Ireland and Our Lady’s Hospice and Care Services.

I have read the values and skills that your company require on your website I hope that I have shown you that I have these values and skills. Thank you for taking the time to read my cover letter and C.V. for a position on the ByrneWallace internships programme for 2018. I look forward to hearing from you soon.

Sincerely,

Hannah Ní Chléirigh