

7th February 2017

To Whom it may concern,

My name is Holly Tuite and I am a recent DCU Graduate of Law & Society (BCL). I am sitting my FE1 examinations this year (October 2017) and I hope to gain practical experience whilst I study. I wish to apply for the position the Byrne Wallace Summer Internship Programme.

Since graduating in November, I currently work as a Legal Assistant. My position is one of a flexible nature and requires a willingness to learn. My responsibilities include, general office and administrative work, a familiarity with software and IT, supporting solicitors and legal secretaries, file and document management, post/DX duties, preparing court briefs and documents, ad-hoc tasks, running errands to counsel and Courts and reception duties. I would hope to gain my legal experience from a prominent firm such as a Byrne Wallace.

I am an analytical thinker and use a practical approach to solving any challenges or tasks that are presented to me. I have worked part time at various jobs throughout my degree and I enjoy a busy environment, working under pressure and meeting new and different challenges daily. I would describe myself as a courteous, conscientious, hard worker with excellent communication skills. I am highly organised and as a law graduate I feel this is an extremely important skill to have. I enjoy the balance of working with colleagues, independently and the interaction with clients.

I would welcome the opportunity to meet with you and have attached my Curriculum Vitae to this application for your perusal.

Yours faithfully,

Holly Tuite