Cover Letter - Jack Donohue – Tel 0864002744

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Dear Sir/Madam

I am writing this cover letter as I would like to apply for a legal internship position with Byrne Wallace Solicitors and I have enclosed my CV for your attention.

I am an ambitious graduate with a Bachelor of Laws (L.L.B) and Corporate Law degrees from the National University of Ireland Galway with a 2.1 degree in my Bachelor of Laws (L.L.B) and a 2.1 Corporate Law (B.Corp Law) degree. I also have a Higher Diploma in Software Design and Development. My academic experience is a mixture of information technology and law where I have acquired a unique and diverse skillset which I could utilize in this internship position.

I am applying for this legal internship as I aspire to continue my career in law and this would be an excellent opportunity for an experienced graduate to join a busy and dynamic practice in Byrne Wallace. I spent six months working as a legal intern at a Dublin city firm which has given me experience of working alongside solicitors, legal counsel and interacting with clients. I have excellent practical experience especially in litigation but also in conveyance, probate, employment law, family law and company law. I have undertaken and passed some FE1 examinations and would like to balance my study with working in a firm. I would also describe myself as a tech savvy graduate with an excellent understanding of I.T which is increasingly becoming an important part of the legal world. I also have experience using a case management system (expd8) and would be comfortable in using any alternative system given my I.T background. I have extensive customer service experience and building a positive relationship with clients and work colleagues is something which comes very naturally to me. I’m highly motivated to be successful in my career and eventually become a solicitor which is a personal goal of mine.

I have an excellent academic background in law and it is an area that I would be very passionate about. From my Software Development I have an experience of programming, database development, web development (I’ve designed a couple of websites), excellent typing ability and extensive knowledge of the Microsoft Office Suite. I also spent a summer in Boston the United States on a J1 visa and worked in a tourist information and ticket depot which gave me experience of working in different country and working culture. Perhaps most importantly I believe that I have the ability to learn and to take on extra responsibilities when necessary which I believe are important attributes for any position.

I have enclosed a CV with this cover letter. I very much appreciate your time and consideration, and I hope to hear from you in the near future.

Yours Sincerely,

Jack Donohue