Jennifer lambE

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Byrne Wallace

88 Harcourt St.

Dublin 2.

Re: Summer Intern Programme

Dear Sir/Madam:

I am writing to apply for the Summer Intern Programme with your firm as advertised on your website and attach my Curriculum Vitae for your perusal. I would appreciate if you would consider my application as I believe I am an extremely suitable candidate based on my academic record, key achievements and personnel strengths and my desire to develop my career in practicing law.

In particular my key achievements in sport, set out in my CV, demonstrate that I am highly motivated, with a proven track record of delivering results. I am a real team player who thrives under pressure while understanding the importance of collaboration and having respect for your colleagues.

A career in law appeals to me as I want to be at the heart of commercial life while being intellectually challenged. I have exceptional leadership and communication skills and act with integrity which is crucial to succeeding in any aspect of life.

In my work as a referee and coach I learnt the value of instilling trust and confidence in those I work with. To do this I have to be fair, consistent and objective in managing the teams (and their parents!) under pressure. I have strong relationships that are built on integrity, honesty and pragmatism.

Furthermore, I want to work with Byrne Wallace because I believe I have qualities that are consistent with the firm’s core values, such as a commitment to integrity, promoting diversity and a commitment to client service, which I believe are evidenced in the firm’s outstanding reputation.

In my work as School Prefect, I recognized the importance of forward thinking, collaboration and clarity of communication. Having been specifically trained in active listening and leadership skills, I understand the value of commitment to partnership and respect with colleagues and clients alike.

A healthy workplace environment is extremely important to me. Having spoken to my peers, Byrne Wallace stands out as having a very colligate atmosphere, and I have heard very positive feedback about how welcoming everyone in the firm is. I have particularly noted the emphasis the firm places on respect and diversity which resonates with me.

I look forward to hearing from you at your earliest convenience.

Sincerely,

Jennifer Lambe