

Ms Jessica Commins
22 Killeen Avenue
Malahide
Co.Dublin
K36K004

29th January 2019

Manager of the Trainee Programme
88 Harcourt Street
St Kevin's
Dublin 2
D02DK18

Dear Sir/Madam,

I am writing to express my interest in applying to your Summer Internship Programme 2019. My name is Jessica Commins and I am currently a second year Law with History student in the Sutherland School of Law, University College Dublin. I hope this letter will adequately express my interest in joining the firm for an internship this summer.

Prior to beginning my degree, I completed work experience in the solicitors firm Arthur Cox, which gave me insight into the corporate legal profession. Since completing my work experience, I have made great efforts to hone my transferable skills, so that I may be better placed to work in the firm as an intern. Through my academic achievement by gaining First Class honours in each set of law exams I have completed, winning the Kate Breslin Award for Creating History and academic awards in secondary school, I have demonstrated my diligence and hardworking nature. I have also participated in many volunteer programmes including working as a Maths Tutor to 1st Years, volunteering in my school library from 2015-2017 and working as a Peer Mentor to incoming UCD Students this year. In particular, I have worked as a volunteer on the OYS Lourdes Pilgrimage for the sick, elderly and disabled for the last 3 years, last year acting as Team Leader and a member of the Organising Committee. While not expressly linked to my legal studies, the skills of clear communication, leadership, collaboration and organisation which I have gained are invaluable skills for working as an intern.

In addition to my degree, I work part time in Malahide Marina Play Centre where I have a number of responsibilities, including organising a weekly art activity for young children, working on the playframe, in the café and on the reception. In particular, working on reception has given me experience in dealing with customer service both over the phone and through email, working with filing systems and updating mailing lists. This has enhanced my communication, leadership and IT skills as well as my time management skills as I balance both college work and my job.

Furthermore, I am involved in a wide range of extra curricular activities. I am a member of the UCD Second Swim Team, the Law Society and in particular the Student Legal Service. I was a Quarter-Finalist in the McCann Fitzgerald Negotiating Competition 2018 with my partner Sophia and volunteer at the Student Legal Clinics. I am currently writing an article concerning the law of compulsory purchase for the SLS Annual Publication, to be published in March. I also have a keen interest in music and am a member of Cór Fingal, a local choir in my area.

I am very interested in coming to work at Byrne Wallace in particular due to its unrivalled expertise and forward thinking values. The firm strikes me as a dynamic and interesting place to work, with its international global focus through its membership of ALFA International. Equally, Byrne Wallace offers a wide range of practice areas. My favourite areas of legal study so far have been Property, EU and Company Law. Therefore the areas of practice which most appeal to me are Corporate, International, EU, Residential Property and Environmental Law.

I appreciate you taking the time to consider my application.

Yours Faithfully,
Jessica Commins