To Whom It May Concern,

I was extremely pleased to find you are currently accepting applications for an internship, and feel I am an ideal candidate for this position.

I am due to graduate with my LLB in May 2016. I intend to complete my FE-1 exams in October 2016 and March 2017. In between these exams, I am interested in completing a diploma or certificate with the Law Society, possibly in employment law or data protection practice. I have an excellent academic background, including a second undergraduate degree from UCD, and a postgraduate Master’s degree, also from UCD. I have consistently achieved 2.1 marks in my law degree modules, and I have achieved numerous first class honours throughout my studies, in modules such as Sociology of Migration, Economic Sociology, Governance in Society, Sociological Theory & Research, Social Networks, Gender, Culture & Society, and most significantly, Company Law.

My current job requires a high competency in relation to IT and PC skills, with an adept understanding of the Microsoft Office Suite, as well as Exchequer and NAV. I use Microsoft Excel and Microsoft Word in my daily professional life. My typing speed is minimum 65WPM. I have modest experience with Dictaphone typing from lectures and tutorials.

I have excellent organisational skills, with an acute attention to detail in terms of completing tasks, filing and typing. My role is highly autonomous in nature, and includes a wide range of tasks such as entering and processing data, entering and evaluating invoices, liaising with clients and customers, answering the telephone, drafting company letters, proofreading licence agreements and arranging meetings. I am happy to complete any task, big or small.

Having viewed your website, I can see that ByrneWallace covers a wide range of legal areas, all of which suit my ability and enthusiasm. In particular, licensing, intellectual property, consumer law and employment law are personal areas of interest. Furthermore, I read that Feargal Brennan led the firm in advising on a significant investment in Troy studios down in Limerick, which is anticipated to be a major player in film and TV production (with the Irish Examiner reporting possible employment of up to 500 people). This is the kind of exciting work that appeals to me personally and professionally. This is the kind of career I want and for which I will ardently strive.

I know I would be an ideal candidate for this internship, not only because I am suited academically and professionally, but also because I intend to make an impression and secure a traineeship.

I am more than confident my references will attest to my highly professional manner and my positive attitude towards everything I do.

I would love the chance to interview for this position to demonstrate my enthusiasm.

Sincere thanks for taking the time to consider my application.

Kind Regards,

Joanne Howell

Tel: 085-786 9960

Joannehowell6@gmail.com

joannehowell6@hotmail.com