|  |
| --- |
| **lauren** bashir9 Knocklyon Gate, Woodstown Village, Knocklyon, Dublin 16 · 0838762482laurenbashir@gmail.com  |
|  |

Byrne Wallace,

88 Harcourt Street, Saint Kevin’s,

Dublin 2, Ireland

|  |
| --- |
| Dear Sir/Madam,My name is Lauren Bashir and I graduated twice from the National University of Ireland, Galway in 2018 and 2019. I undertook an undergraduate degree in Arts with Legal Studies, to which I received a 2nd class honours. I then proceeded to undertake a postgraduate degree in Law, to which I received a 1st class honours. I am preparing to sit the first round of FE1 examinations in March 2020.I currently work as an intern at FLAC, the Free Legal Advice Centres on Upper Dorset Street in Dublin. My prominent role is ‘Telephone Assistant’ to which I give basic legal information to individuals on a wide range of legal issues. Recently, I have been given the task of compiling a FAQs on Employment Law queries for the perusal of staff members. This task involves research and liaising with an Employment Law Expert.Other than working as a Telephone Assistant, I perform other duties at FLAC as well. I aid the solicitors at the firm by getting documents stamped and filed down at the courts. I sit in weekly at FLAC clinics where volunteer solicitors attend and give advice to the public. I would like to intern at Byrne Wallace because I am interested in developing knowledge in an area of law that I don’t know a lot about. This area is Financial Services and Transactions. I am impressed by Byrne Wallace’s recent participation in the sale of Ireland’s largest building on behalf of a South African Fund to a South Korean Investor. I am intrigued to learn the behind-the-scenes of such a large-scale transaction. I will be a good candidate for the position of intern because I possess three key skills; communication, research and good administration. I have a wealth of experience developing my communications skills, as can be seen from my CV. Studying a language really helped me to develop confidence in my speech and helped to enhance my listening capacity. Working on the telephone lines at FLAC molded those skills into listening and understanding legal queries. With regards to research, this was a skill developed in college through numerous assignments and exam preparation. At FLAC, I am currently working on a sole project which involves developing a FAQs for Employment Law. This involves research and liaison with an Employment Law Expert. My good administration skills were developed while working as a receptionist in a hotel. I used Opera to manage bookings. I religiously used Microsoft Office (Word, Excel, Email) to manage future bookings as well as keeping important records of information. At FLAC, I get paperwork stamped and filed down at court for the solicitors. I regularly photocopy and print relevant documents.I would like to thank you for taking the time to consider my application,Kind regards,Lauren Bashir |