Byrne Wallace

88 Harcourt Street

Dublin 2

D02 DK18

Ireland

99 Lohunda Park

 Clonsilla

 Dublin 15

1st February 2018

To whom it may concern,

I am very interested in applying for your Summer Intern Programme, as advertised on your website. I am currently in last year studying Law in Dublin Institute of Technology. From my previous results I have achieved a 2.1 honours degree and this year I am aiming to achieve a 1.1 honours degree.

I am very interested in working for Byrne Wallace as my primary interest lies in Commercial and Corporate Law. I believe that your firm is at the front line of this challenging and advanced area. I note from your website that Byrne Wallace is awarded the best law firm of 2016. This is fantastic for me as a young and confident intern in learning from a known firm in Ireland. I am applying for the Summer Intern Programme with previous experience working as a financial secretary and this experience has provided me with suitable skills such as interpersonal and communication skills by managing secretarial duties and maintaining the client’s personal email, documents and files. The nature of my job encouraged me to be highly productive, as on a normal day I provided a high level of customer service, not only in person but also through phone calls. This has allowed me to focus on skills such as diligence and given me the ability to cope under pressure and to be proactive in my duties.

Throughout my work experience in an office as a financial secretary I have gained strong written and verbal communication skills and learned that good time management and organisational skills are also essential. I have experience in thinking on my feet to solve problems effectively and quickly which has made me quick learner. I am looking to expand my knowledge in the legal area and customer service within an international environment and expand my knowledge and skills set within market and firm practices, policies and changes. I am a keen team player as demonstrated through many projects in which I have participated both in college and in my previous employment. I understand that this training programme involves a high level of commitment that I am fully capable of committing to. Please find my CV attached and I look forward to hearing from you soon.

Sincerely,

Marian Zefi