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28th October, 2020

Dear madam or sir,

I am writing to express my interest in the traineeship in your firm, Byrne Wallace. As well as having legal work experience, I am currently in my Final Year of my BCL (Clinical) course at University College Cork.

Working for your firm would be an honour for several reasons. Firstly, your firm has a first-class reputation. There is no other firm like yours. Secondly, your firm works in a wide variety of practice areas. During the course of degree, I have studied a wide variety of different areas of law, for example the areas of commercial law, intellectual property law and employment law.

During my eight-month internship in the Department of Justice and Equality, I have sharpened my legal research and writing skills. My line manager always complimented me on my ability to deal with various types of legislation and caselaw.

This internship also greatly furthered my communication skills. Not only did I have to conduct legal research, I had to present my findings to others. This meant I developed the skill to articulate my findings and arguments clearly, whilst also improving my overall confidence, especially in public speaking.

Further, working in the development of new legislation meant I was always aware of new legal developments, or of areas of the law that may require updating in the near future. This resulted in me being very aware of any new legal challenges or concepts that may arise.

Finally, I have also worked as a proofreader and translator of legal documents. This particularly helped me in my attention to detail. When translating a legal document, it is particularly important to convey the intended meaning of the text. Even a slight changing of wording can result in a completely different document. This is a skill that has helped me greatly in my law degree.

I have attached my CV and look forward to hearing from you soon.

Sincerely,
Megan Exner-Brown