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24/02/2016

Dear Mr/Ms

My name is Niamh Mahon and I am a penultimate year Law and International Development student in Maynooth University. I am currently undertaking an Erasmus year in Groningen; Netherlands in The University of Groningen. I feel a summer position at ByrneWallace would be a fantastic opportunity to develop my understanding of modern legal working world and I would be free to work on a voluntary basis from June 27th.

ByrneWallaces’ reputation for excellence in corporate work, commitment to client focused solutions and the opportunities provided for development are amongst many factors that have encouraged me to apply to you. You are also one of the few firms that offers such a diversity of work load. I feel this would also give me a chance to broaden my options due to the amount of exposure I would gain in this environment.

This year I was auditor of Maynooth University’s largest Society- The Literary and Debating Society. This entailed heading a team of fifteen people and co-originating different events weekly. We won a National award at BICS awards for the ‘*Most Improved Society’*. The skills I gained from this year include leadership, organisational and most important; teamwork skills. These are skills which I would apply whilst working with you if given the chance.

I also was a campaign manager of a twice successful Vice-President for Welfare Student Union member. This entailed heading a team of campaigners of co-students. I wrote all speeches, manifestos and co-ordinated different events for canvassing throughout the two week period. My communication skills were utilised and improved greatly during this campaign. Communication is essential when working with a large number of people in order to ensure success. Thiis something in which I would love to improve on within a commercial capacity.

These skills as well as others as enclosed in my C.V and I feel they would make me a suitable candidate for your company. I would relish the opportunity to experience an office environment such as yours and to deal with your type of clientele. In order to display this I would be hardworking, diligent and eager to please.

I look forward to hearing from you in due course and thank you for taking the time to read my application.

Kind Regards

Niamh Mahon