22/10/2020

Ref: Traineeship

Dear Graduate Recruitment Officer,

I am writing to apply for the intern position. I recently achieved a 2:1 (67.2) in my undergraduate degree of Law (International), LLM, in Maynooth University, my third year being a study abroad year at the University of Notre Dame Australia. I am now currently doing a masters at Trinity College of Dublin in International and Comparative Law. I chose law for my undergraduate degree because law allows me to capitalise on my blend of creativity, hard work and ability to learn. I am currently studying for the FE1s as I am working towards a career as a solicitor and I am particularly interested in corporate law. I want to work in commercial law rather than any other area of law because I particularly enjoyed company law in college and I believe that I have the inter-personal skills for it. I have learned a lot about businesses and how to make money over the years through several part-time jobs and an internship.

Besides, the business aspect which Byrne Wallace has an outstanding reputation for, Byrne Wallace is also involved in giving back to the community, which is important to me. I was happy to learn about all the pro bono work that the firm is involved in. I was especially interested in learning about the pro bono work that the firm provides to FLAC, as I am currently a member of the FLAC society in Trinity. I first joined during my final year of my undergraduate degree because I wanted to help members of the public. Unfortunately, due to Covid-19, we could not hold an information day to the public. However, I learned a lot about how to give information.

My Experience

I have practical legal experience and I have communication skills which I have gained through an internship and a part-time job. Due this experience, I believe that I would be a good fit for Byrne Wallace.

I have practical experience in the area of property and conveyancing law. During the summer, prior to third year, I took initiative and successfully applied for an internship with Dublin City Council. There, I examined property folios and constructed schedules of title documents. I made District Court briefs, wrote letters and memorandums and closed files. Through my internship, I improved my document management skills and typing skills. During my internship with Dublin City Council, I learned that most things are learned on the job, not from the books. I also got my first taste of what it is like to work at a law firm.

I have learned to work well under pressure from working in retail for two years in Penneys. I began my role as a retail assistant in Mary Street, the largest and possibly the busiest Penneys in Ireland. After two months, I was transferred to the Penneys in Liffey Valley when it was just opening in December 2018. When the store was open, customers often approached me on the floor with different queries and I did my best to assist them and answer their questions. In Penneys, as a retail assistant, I learned that, if you come to work with a good attitude, you will enjoy your day and you make other people feel good too, including the customers. I also learned that it is always better to ask if you do not understand something rather than pretending to know what you are doing.

Yours sincerely,

 Niamh Stallings