

Pamela Chalecka

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Re: Summer Intern Programme

Byrne Wallace,
88 Harcourt,
St Kevins,
Dublin 2

Dear Sir/Madame

I am writing with regards to the summer intern programme as advertised on your website. I would like to make an application for this position due to my keen interest in same.

I am currently in my final semester of the Civil Law degree at the National University of Ireland, Galway. I spent my third year studying at the law school at the University of Ottawa and I will graduate with an International Common Law degree this May. I hope to take a number of FE1 examinations in October 2017 as I intend on qualifying as a solicitor in the near future,

I am of the opinion that I could be a great addition to your law firm as I pride myself on always striving to exceed all expectations. I believe that the summer intern programme offered at Byrne Wallace would be a fantastic opportunity for me. I have over three years experience of working in various law firms. The skills I learnt while completing my administrative, research and legal assistant duties are transferable to all positions of a similar nature. I acknowledge the challenges which I have faced and I strive for improvement as I consider myself to be a fast and keen learner. As a result of my secretarial experience I have the ability to communicate effectively with those around me, work well in a team setting or independently, and I am capable of completing tasks successfully under pressure. I believe that I am a personable individual who is always prepared to go above and beyond any task prescribed to me. I am professional and thorough in all my work. I believe that I could apply my skills very effectively at your firm.

I appreciate your time in reading my application.

Yours Sincerely,

Pamela Chalecka

