To whom it may concern,

As soon as the applications for the ByrneWallace Summer Internship Programme opened I knew I was going to apply-again. I know that this position is the right fit for me and that I am the perfect candidate for you. Let me explain why:

As you will see from my CV, I have gained valuable experience in the legal, business, hospitality and retail sector. I have become a well-rounded professional. I have learned to be patient and understanding of customer and client needs, whether it is preparing case files for barristers or ensuring that a diner’s food is delivered on time I have given 100% to my roles. I am a motivated, organised and disciplined individual, I never cut corners and I enjoy a challenge.

While working as a Legal Intern at Jones Magee Solicitors I gained a wealth of knowledge as to the working day of a solicitor. I enjoyed the role immensely, working closely with solicitors on cases gave me an inside view as to the policy and procedures involved in taking a case from initial meeting to Court presentation. I was given considerable responsibility, I was required to manage my own files, meet clients and attend on Counsel in the Four Courts and District Courts. The experience really solidified my passion for law and appetite to further my career, and it has given me an extra burst of motivation for studying towards my first set of FE1’s in March.

In both my academic and professional life I have been dedicated to achieving top-notch results. Whether it is an assignment for University or legal documents for clients or colleagues, I pride myself on my ability to articulate myself in a professional manner. This ability is not limited to the written word, my advocacy skills have developed through involvement in speech and drama while in school and my completion of a Moot Court module while in University. I am comfortable speaking in groups and enjoy negotiating ideas in order to realise great results. I am a team player and believe there is strength in numbers.

My motivation and enthusiasm knows no bounds. I have a keen eye for detail and in any project I set my mind to I endeavour to make sure all parts of the project get to the finish line on time and to the highest standard. I understand the importance of prioritising and have learned to budget my time and to be flexible in order to get the job done, this I especially learned whilst waitressing, you could only clock out once all the work was done, I became disciplined in ensuring that all events ran according to time.

Since my last application to ByrneWallace, I have achieved a First Class Honours law degree and gained valuable experience in the legal sector. I am ambitious and hardworking, and I believe that at ByrneWallace I will be able to showcase this. I have a passion for law and client service, and therefore I believe I will fit into the dynamic at ByrneWallace perfectly.

I would appreciate the opportunity to meet with you to discuss the position, my phone number is (086) 0617713 and my email is patricia.oconnor55@mail.dcu.ie. Thank you for taking the time to consider my application and I look forward to hearing from you in the near future.

Yours faithfully,

Patricia O’Connor