Rahan Road,

Tullamore,

Co. Offaly

21. January 2017

Dear Ms Keane,

It is with great enthusiasm that I am applying for the role of Energy and Innovation Policy Analyst and am confident that the qualifications and skills I have acquired to date make me a suitable candidate for this position.

I have recently completed a postgraduate LL.M in International Business Law in Queen’s University Belfast in which I graduated with an honours degree in December 2016. Prior to this, I graduated from Trinity College Dublin in November 2015 with a 2.1 degree in Law and German (LL. B ling. Germ). I have a professional level of both written and spoken German having successfully completed the Erasmus programme in Germany in 2014, where I studied German law in the Friedrich Schiller University in Jena, Thuringia. I am currently working with Allianz plc where I am providing temporary maternity cover with the customer services and administrative teams which involves resolving customer queries over the phone or through email, analysing data for market research purposes, providing quotes and converting quotes into insurance policies.

I possess excellent problem solving skills which I have acquired through various forms of assessment and specific problem-based seminar exercises which I have completed during my Master’s degree. These exercises required using individual and teamwork initiative, many requiring collaboration and participation amongst groups of students together. Presentations were a key component of assessment in my Master’s degree, enabling me to develop my communication, verbal and oral skills. In addition, my postgraduate studies have enabled me to plan and undertake independent research, developing my ability to work on my own initiative and under pressure. The modules I studied during my Master’s degree include corporate governance, company law, business and human rights, issues in the governance of the firm, finance and competition law. A core component of my Master’s degree was the completion of a 20,000-word dissertation which I received a high 2:1 result of 68%. My dissertation examines the potential role that Corporate Social Responsibility and the rules of Competition Law can play in holding corporations accountable for human rights abuses.

During a work placement, which I completed in London with ‘Public Concern at Work’, I was responsible for researching various legal issues and presenting my findings in both PowerPoint presentations and in Microsoft Excel spreadsheets. This facilitated not only my ability to present information in a coherent and systemic manner but it also improved my IT skills. I had to research various employment law issues and analyse related employment legislation pertaining to employment law breaches and whistle-blowing claims. Furthermore, I have excellent time-management skills as a result of balancing a part-time job in a busy customer-facing environment with my university commitments over five years.

In July 2016, I attended the University of Zurich as a result of obtaining a scholarship to take part in the international BHRICO summer school dealing with issues related to Business and Human Rights. In Zurich, I participated in an international Moot competition which involved researching particular political and human rights issues and presenting my findings in concise oral arguments. Researching issues in small groups enabled me to develop my interpersonal and research skills.

If you have any queries or require any further information, please contact me at geraghrl@tcd.ie or at 0834573122. Thank you for your time and consideration.

Yours sincerely,

Rebecca Geraghty