
ROISIN JONES

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13 October 2024

Bryne Wallace

RE: Summer Internship

Dear Hiring Manager,

I am writing to express my interest in the Summer Internship position at Byrne Wallace. As a highly motivated and experienced student, I am keen to begin a new role in a larger legal firm such as Byrne Wallace and contribute to a team with a broad legal workload.

With extensive experience as a Legal Intern, I am confident that my skill set will align with the requirements of a Summer Internship in this company. Here are some ways that my experience as a Legal Intern has prepared me for this position:

Firstly, my role as a Legal Intern required me to work with complex legal documents and communicate effectively with clients and other members of the legal world. As a result, I have developed communication and critical thinking skills that will benefit me in the Summer Internship position.

Secondly, organizational was a critical aspect of my role as a Legal Intern. I was responsible for managing complex case files, developing progress reports, and monitoring deadline. This experience has honed my organizational skills, making me a confident team player able to contribute to a group effort.

As someone who has worked with for numerous years in a legal office, I understand the importance of ensuring confidentiality providing high-quality service to meet clients' needs while managing expectation. I therefore believe that I have the experience, skills, and enthusiasm to excel as a Summer Internship at Bryne Wallace.

Thank you for considering my application. I welcome the opportunity to discuss any aspect of my application with you further. Please find my CV attached.

Sincerely,

Roisin Jones

