

## **Sandra Liubkeviciute**

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Dear Sir/Madam,

I am a law graduate with 2.1 BA Honours degree in Law with Criminal Justice, I also have experience working as a legal interpreter in Ireland. I have recently completed an internship at the Permanent Mission of the Republic of Lithuania to the United Nations in Geneva as a human rights intern and am now looking for career opportunities within the legal profession.

Working at the Permanent Mission I have mastered my IT skills, typing speed and accuracy while writing reports, analysing resolutions, preparing briefs for the head of department and ambassador of the Mission. I consider attention to detail and determination to work as my strengths, which have allowed me to carry my duties effectively under time pressure during the sessions. The demand of reports to be submitted was normally within 24 hours. The exception was urgent tasks that were required to be done as soon as possible. I did prioritize my work so that I could keep track of due dates and stay organized. I set my own time of completion some time before the due date, and worked systematically. I met performance standards every time, worked well in a team as well as on my own initiative.

Working as a legal interpreter helped me to master my linguistic and communication skills, and provided an in depth understanding of the application and operation of the law in the Irish legal system. I am multilingual, speaking Lithuanian, English, Russian fluently and have basics of French and Spanish at a moment.

I have strong academic background. During my studies I have developed strong analytical and research skills. Beside good academic performance, I was also involved in many extracurricular activities. I lead, coordinated and supervised a team at the Human Rights Moot Court. I also created and lead LYIT Public Speaking Society for two years. The society won 'The Best Society 2016' and same year, for my active participation and dedication, I was awarded the 'LYIT Clubs and Societies scholarship'. I also dedicated significant time to volunteering.

I am ambitious individual and I work hard to perform all duties assigned to me with the utmost professionalism. Gaining experience and further specialisation in the legal profession has been my goal for a long time and I look forward to the challenges ahead of me. I believe that my

current qualifications, experience, determination and motivation makes me worthy candidate for your consideration.

Thank you for taking the time to read my application. I look forward to hearing from you.

Yours Sincerely,

Sandra Liubkeviciute