

Sarah Kildea Cover Letter

February 2, 2019

Manager of the Trainee Programme

88 Harcourt Street,

Dublin 2,

D02 DK18,

Ireland

Re: Byrne Wallace Summer Internship Programme

Dear Manager of the Trainee Programme,

It is with great enthusiasm that I am writing to apply for the Byrne Wallace Summer Internship Programme.

I love studying law and wish to pursue a career in this profession; as such I realise the importance of a good start and believe Byrne Wallace is the best organisation for me to begin my journey.

I am currently a full-time student in my third year of a BCL International (Law & Chinese studies) in NUI Maynooth.

I believe that while essential theory and appreciation can be gained from the classroom, real life experience and emersion are the best teachers of culture and language, insights of which are necessary to conduct business internationally.

As such, I am currently on a year-long exchange in Beihang university Beijing continuing my Mandarin and culture studies. To date the experience has greatly enhanced my independence, resilience, and ability to adapt and thrive in new situations in a socially and emotionally intelligent manner.

The initial language and cultural barriers I experienced living in China required imaginative problem-solving skills and a positive attitude. In China I am learning not only the language but also the deep culture that underlies every interaction. I intend to put this knowledge to use in future business communications.

I believe I would be a great addition to the Byrne Wallace dealings with China.

To date I have used this academic year abroad to further my networking skills by getting involved in many Irish embassy events in Beijing. I have become a committee member for the Irish Ball 2019. This event will take place in the Kempinski Lufthansa Beijing. It has more than 700 guests including ambassadors from Ireland, China and America in attendance. My event management, and decision-making skills have greatly improved since becoming a committee member, as they are regularly being put to use when organising an event so large in a foreign country. As the youngest person and only student on the committee I am constantly learning new things from the other more experienced members.

My ability to contribute to the committee is built on my experience both as General manager of the school yearbook, where I was responsible for a team of 20 students, designing and publishing over 500 copies of the school yearbook and also as a student member of the

Ireland China Business Association, where I frequently help out at networking events and dinners. As Head of Design I must oversee the creation of an overall theme for the ball and the production of the sponsorship advertisements and ball programme. An attention to detail and ability to effectively communicate ideas is necessary when working with a designer.

My work in retail taught me the importance of effective communication and customer centricity when building or maintaining good customer relationships. Being able to understand customers' needs through engagement and effective listening was a must when I was working on the customer service desk in Woodies Sandyford. I love dealing with people and consider myself helpful by nature, being able to confidently and professionally deal with any problems that arose for customers was very rewarding.

During my employment in Woodies I approached all that I did with enthusiasm, energy and team spirit. My strong work-ethic and dependability are evident from my progression to cash office. My responsibilities included safe checks, discrepancy reports and inspections, and preparation of daily lodgements. I reported any issue to both shop manager and directly to head office and I prepared for shop audits and loss prevention inspections.

I believe my contribution to the cash office was significant, I completely revitalised the documentation system, reorganising eight years of filing and restructuring the old systems and inspection of documentation. This was all with the successful aim of an increased score in shop audits and loss prevention inspections. As weekend cashier I had to co-ordinate with the weekday cashier, I kept meticulous notes and an open line of communication regarding the changes I was making. I pride myself on being able to learn from people more experienced than myself whilst also having the confidence to increase productivity and revitalise old systems as the newer member of staff. Upon the managers request I trained two new employees in cash office and documented this restructure before I left for exchange to China. I believe the skills I acquired during my employment in Woodies would be extremely relevant as a member of the Byrne Wallace team.

I come from a family of self-employed parents where there has always been the opportunity to get involved with the family businesses which I have fully availed of. This has helped to give me a strong work ethic, an understanding, and hands on commercial experience from a young age. Having the opportunity to see trade shows, factory visits and supplier meetings in the UK, Germany and China has been invaluable and fostered a commercial awareness in me from a young age.

I believe that my knowledge, skills and experience suit that of an Byrne Wallace intern. I am a globally minded person who appreciates the necessity of intercultural communication. I believe my talents and motivation would be an asset to Byrne Wallace in the work they do, not only at home but in the global market.

Kind regards,

Sarah Kildea