

Dear Sir/Madam,

I am a final year student in Dublin City University (DCU) and I am writing to apply for the internship programme with your firm

Byrne Wallace appeals to me in various ways. The internship will allow me to gain an insight into the daily lives of trainees, associates and partners and learn valuable communicational and organisational skills.

I have a keen interest in Intellectual Property and IT Law and I plan on completing a masters in this area while studying for my FE-1 examinations. I believe gaining experience in a commercial firm like Byrne Wallace will prove helpful when studying for these examinations.

The main strengths and skills that I believe I possess are:

Commercial Awareness: I am a member of the Law Society in DCU and attend regular meetings, talks and workshops that are held.

Communication: I have a general knowledge of modern IT systems, I have good inter-personal skills and I have an excellent listening ability.

Academic Ability: I currently hold a 2:1 grade and I hope to do a masters.

Although I have no experience in the field of law, my current part-time job has given me skills that are relevant to working in a law firm such as Byrne Wallace. I am responsible for ensuring customer satisfaction therefore I need to be able to adjust to different personalities in different situations.

I am also required to resolve customer complaints and address any questions or comments customers may have.

I am required to work in a fast-paced environment, involving heavy stress and require strong communication skills and the ability to get along with a variety of personalities to ensure order fulfilment.

I am required to have a responsible attitude to care and safety in relation to customers and staff.

I believe all of the above information is relevant to working in Byrne Wallace as I will be required to deal with different queries and complaints on a daily basis in a busy environment.

My extra-curricular activities include golf, swimming and scuba diving. A personal achievement that I am most proud of was being offered the position of Junior Lady Captain in Arklow Golf Club in 2013. The roles and responsibilities of this duty included encouraging and teaching juveniles every Sunday during their game of golf; coaching the juveniles at the Easter and summer camps; attending and speaking at each prize giving and it also involved being part of a team with the rest of the juvenile committee in organizing events, coaching and prizes. All of the above shows that I am a highly motivated individual and demonstrate initiative as this role was a voluntary process in the hope of benefiting others

I would be grateful if you would consider me when choosing candidates for the internship. I look forward to hearing from you.

Yours Sincerely,

Tara Butler