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12th February 2018

Beth Onslow

HR Administrator

88 Harcourt St

Saint Kevin's

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Dear Ms. Onslow,

I am writing to express my keen interest in the summer internship position at Byrne Wallace as advertised on the firm’s website.

I am a Masters student of Intellectual Property and Information Technology Law at University College Dublin. I am working towards graduating with a First-Class Honours degree and I currently have a 3.65 GPA. My postgraduate degree has given me a strong grounding on a range of intellectual property topics such as patent and trade mark law. I also understand a variety of information technology related issues, from cybersecurity and data protection to international privacy laws and digital investigations laws. In 2017, I graduated with an Upper Second Class Honours degree in B.Sc. Business and Law from Dublin Institute of Technology. My undergraduate degree allowed me to strengthen my independent thinking. The combination of two challenging and stimulating degrees strengthened my intellectual ability and took me out of my comfort zone. This joint business and law degree is ideal for an individual who is working towards a career in a leading law firm. It provided me with numerical skills and commercial instinct that comes from a business degree and the researching, analytical and advocacy skills that come with a law degree.

I have always been driven to pursue a career in a leading and elite law firm. The internship programme provided by Byrne Wallace is perfect for an individual like me who is driven to gain valuable experience in a demanding, fast-paced and complex service environment. I am determined to take on ambitious and difficult tasks which will not only push me but will mentally challenge me. The chance to work for Ireland’s public sector top legal advisor would be an extraordinary opportunity. I want to be given several responsibilities and be trusted to achieve the best results. I am an individual who takes the initiative. I have an ability to pay attention to detail, take responsibility and I am continuously committed to any task I am assigned. I am proactive and adaptable. I can comprehend and easily interpret complex information. This internship programme will enable me to collaborate my passion for constantly challenging my intellectual ability and my instinct of help others. This summer internship programme at Byrne Wallace will allow me to exercise my business-oriented ability, drive for competitive advantage and admiration for the law.

As a UCD LLM Intellectual Property and Information Technology law student, I am determined, dedicated and driven to specialise in this field upon qualifying as a solicitor. My dissertation is titled, ‘A Comparative of the Current EU Data Protection Legal Framework to the General Data Protection Regulation: A Study of Cyber Security.’ It is focused on highlighting the key changes in European data protection laws from cyber security breaches and compliance to cyber management. I am determined to work for a law firm that practises a wide variety of technology law. Byrne Wallace has a sector dedicated to the GDPR and the firm’s practice areas in data protection, intellectual property and technology instantly appealed to me. The opportunity of gaining valuable skills at Byrne Wallace will be extremely beneficial. It is important for me to work in a law firm that is not only committed to work but is also committed to helping others. Byrne Wallace stood out to me for their determination to continuously help charities, the community and the environment. This passion to improve the surrounding environment has led to an integrated environmental management system and a bin-less office policy.

During my academic studies, I have worked in part-time sales assistant roles in Schuh, Lifestyle Sports and Arnotts Department Store. In my current position in Arnotts I have several responsibilities. In this position, I oversee closing or opening weekly. As a trusted and determined part-time sales assistant I am also verified to work for the brand Foxford at House of Fraser in Dundrum. I assist customers with their purchases and online orders. I am responsible for the overall performance of the store by driving sales at every opportunity. I handle cash and credit card transactions and verify my sales at the end of each shift. I ensure that I continuously build my customer services skills by making sure that every customer receives an outstanding and exceptional level of service. I am responsible for unpacking, arranging and keeping products from deliveries organised in the stockroom. I have been praised by the area manager for increasing sales target by 119%. I help train new team members in brand knowledge, customer services skills and key competencies. Aside from academic ability, I enjoy participating in several society activities from the law society, UCD legal services to the fashion society. As a previous Head Stylist and Lead Committee Member of the DIT fashion society, I had numerous responsibility. This included managing a group of stylists, drafting an insurance letter, scheduling weekly meetings, assigning tasks to committee members, designing a plan for the show, examining health and safety issues, organising sponsorships and selecting the Jack and Jill foundation to receive all the money made from our fashion show.

My part time job, experience in leadership roles and interests have allowed me to develop several transferable skills which I believe will be helpful and necessary for an internship in Byrne Wallace. I have strong communication skills. My written and oral skills have been extremely developed. I can listen effectively, speak clearly and accurately and can adapt my communication style to suit scenarios. I have exceptional customer service skills and I am passionate about client satisfaction. This dedication to customer services has led me to continuously strive to provide high standard of services when dealing with customers. I have strong time management skills. I can multitask and adapt my focus easily from one deadline to another while remaining organised. I can divide my time and responsibilities easily. I have commercial instinct. I am continuously aware of national and international current affairs affecting the financial and legal sector. I enjoy working in a multi-party working environment and this has helped me develop my team work skills. I am a team player who is enthusiastic about engaging and interacting in team discussions and ideas as I value collective contribution.

As a proactive and driven student, the opportunity to join your firm would be a tremendous honour. I believe that my academic abilities, work experience, along with my passion for law makes me a strong candidate for the Byrne Wallace summer internship. I hope that you will give me the chance to speak with you in person about the possibility of joining your firm for this programme. Thank you for taking the time out to consider my application.

Sincerely,

Teniola Ayeni