Zoe Dunne,

Newtown,

Crecora,

Limerick.

Email: zoeellendunne@gmail.com

z.dunne1@nuigalway.ie

 Phone: 0876742233

Dear Ms. Onslow,

I am a final year BCL student in National University of Ireland, Galway and would like to apply for a summer internship with ByrneWallace.

I believe I am an ideal candidate for a place in the programme because I have excellent organisational and time management skills, consider myself a team player, am extremely enthusiastic about law and my course and have a drive to constantly improve and excel.

I would describe myself as very organised and I manage my time well. For example, I have maintained a part-time job, whilst balancing academic commitments, since transition year in secondary school. I have worked with MasterChefs Hospitality in Thomond Park since December 2015 for rugby matches and for each event. I am assigned a private box, generally a group of 17 people, to manage and assist. It is important to keep track of timing whilst maintaining a professional and enjoyable relationship with the clients. What is unique about this role is that I am completely responsible for the dealings with the box, from the initial greeting until the bill is paid. I have learned and refined the skills necessary to deal with prestigious clients and have built a strong rapport with them. In recent times I have been selected to manage the VIP boxes.

In June 2017 I started a more permanent part-time job in the 4-Star Dunraven Arms Hotel in Adare, County Limerick. In this position I work as part of a team behind the function bar for weddings and parties. The hours are long, sometimes starting from 6pm and ending at 4 am, but working as part of a team is extremely rewarding and satisfying. I also work busy ten-hour lunch shifts in the main bar and this shift includes lunch service, taking orders, tending to customers’ needs and working as part of the bar staff team to ensure a high level of customer satisfaction while ensuring that all the tasks are completed in a timely and professional manner. Again, time management and my organisation skills are required here, as well as having the ability to work well in a team.

I consider myself an enthusiastic and committed person, completing ten exams in speech and drama including my final and most challenging one while preparing for my leaving certificate. I was also awarded a certificate in effective communications from the Leinster School of Music and Drama. As a result, I have excellent speaking skills and the experience has really enhanced and improved my confidence. These skills helped me to be chosen for Laurel Hill Coláiste’s debate team. The debate experience prompted me to join the Concern Campaign Academy, where I met up with secondary school students in Dublin for one day every month. As a result of my participation in the Academy the opportunity arose for two of us to go to Milan to represent the Academy in Expo Milan 2015, an exhibition on sustainability. It is one of my proudest achievements to say that I was chosen to represent the Academy in Milan. I am a committed and extremely hard-working person, I never leave a task incomplete and work to my greatest ability in all aspects of my life.

I am passionate about law and have a great drive to excel. As part of my degree I have the opportunity to take part in a work placement. I chose to apply to Holmes O’Malley Sexton as I have a long history with this firm. It is the firm that ultimately stemmed my interest in law. I was chosen to take part in work experience there in Transition Year. This experience definitely sparked my interest in the field of law and led me to ultimately enrol for law at NUI Galway. I am currently working in HOMS in the personal injuries sector under Sean Fitzgerald. I am looking forward to returning there with the knowledge I have gained from my degree, as a result of my ability to maintain a successful relationship with them.

As a result, I decided to follow up with additional work experience the following summer and applied to Arthur Cox at the age of 16. I was successful in securing a place in Arthur Cox and was appointed to the finance department under Kevin Lynch. The preconceived notions I had of a corporate law firm were far from reality. I was given a tour of the offices, introduced to every person on the floor, assigned a desk of my own and given many responsibilities. Some duties I carried out included visiting the Four Courts, hand delivering important documents and sitting in on client meetings. My experience in Arthur Cox made the corporate law career path much more appealing and less daunting. I have maintained and carried that same ambition and drive throughout my schooling and university.

Therefore, a place in the summer internship programme with ByrneWallace would really appeal to me. I believe we share the same core values and that the characteristics I hold as a candidate match up with the characteristics ByrneWallace looks for in their applicants, as outlined above.

The areas of law that I am particularly attracted to and wish to potentially pursue in the future are IT law and Property law. ByrneWallace considers itself a progressive and forward-thinking firm, I believe my IT knowledge marries well with these values. I feel these areas of law are a mixture of traditional but also growing and expanding areas full of excitement and prosperity. I also have a growing interest in Alternative Dispute Resolution.

It is the working environment ByrneWallace promotes that attracts me most to your firm. The comradery, encouragement and ambitious nature of ByrneWallace are attributes I identify with. I believe my work experience and achievements to date display the attributes you seek in an intern: a team player, committed and enthusiastic, excellent management skills and a drive to excel and constantly improve.

In conclusion, I would relish the opportunity to take part in a summer internship with ByrneWallace and look forward to hearing back from you.

Yours sincerely,

Zoe Dunne