

***Aoife Kirby***  
*An Grianán, Kinsealy Lane, Malahide, Co. Dublin*  
*Telephone: (089) 209 0059*  
*Email: kirbyao@tcd.ie*

88 Harcourt Street,  
Dublin 2,  
D02 DK18

16th February 2024

*Summer Internship Programme 2024*

Dear Graduate Recruitment Manager,

I am a third year law student at Trinity College Dublin, currently studying abroad at Maurer School of Law, Indiana University Bloomington, and I am writing to apply for the 2024 Summer Internship Programme with ByrneWallace. Interning at your firm would provide me with a wonderful opportunity to learn on the job, and to apply the knowledge I acquired through my studies to practical experience in the office. It would also allow me to see the law in action, and to engage with a range of different legal departments within the firm, in particular, practice areas that I may not have originally considered working in. Finally, it is a great chance for the firm to get to know me, and for me to get to know the firm.

I have held the ambition of studying law from early childhood and since commencing my studies, I have developed numerous transferable skills, including critical thinking and analytical skills, strong writing abilities, attention to detail, public speaking experience, interpersonal and communication abilities, willingness to work as part of a team and a tenacious work ethic. I am a curious and determined individual, and I am always willing to learn new things but more importantly, learn from my mistakes. At Trinity, I am a copy editor for the University Times and was recently appointed as a Senior Editor for this year's edition of the Dublin University Journal of Criminology. Here at Indiana University, I am a Graduate Legal Studies representative on the law school's Student Bar Association, where I am also one of two Events Chairs.

I am interested in ByrneWallace for a variety of reasons. Firstly, I am extremely aware of the strong reputation of the firm, which was further highlighted by its award of Irish Pension Law Firm of the Year at the Irish Pensions Awards last year and the fact that the firm was a finalist in the Northern Ireland Dealmakers Awards of 2024.

Additionally, the firm's friendly and learning focused working environment is a huge component for me. That being said, it is equally important to me that the firm's atmosphere has been described as challenging as I am an ambitious and determined individual who enjoys hard work and being tested. Finally, the emphasis that your firm places on the social aspects of employment is another reason why I am interested in the internship programme. It is significant to me that the firm recognises the importance of striking the balance between working and socialising.

With regards to the internship programme itself, I really appreciate that interns of ByrneWallace work closely with partners, senior associates and trainees. The fact that the firm encourages close collaboration with experienced team members ensures that I will get the opportunity to be fully immersed in the practice of law in the real world and will provide me with a taste of what life is like as a trainee lawyer. In the same vein, I am intrigued by the firm's open door policy, which further demonstrates its supportive culture. It is encouraging to me that partners are accessible due to this policy, and that they are willing to include trainees at each level of interaction with both clients

and other solicitors, as this will allow me to be exposed to real client issues and receive ‘on the job’ training. It would also provide me with practical legal experience and would give me great insight into the real day-to-day operations of the firm.

I am particularly interested in the firm’s commitment to its Corporate Responsibility Programme, including engaging in pro bono work. As a law student at Trinity College, for the past year, I have been taking part in research projects under the Trinity Free Legal Advice Centre (FLAC). Most recently, I contributed to the 2023 Michaelmas Term project, ‘International Protection in Irish Law: Rights, Responses & Reform’. My area of research focused on the history of integration policies in Ireland. Additionally, being a member of FLAC keeps me updated on issues facing marginalised groups in society and encourages me to increase my awareness of social justice matters and to use my voice to speak up for injustice. I believe in the importance of providing access to everyone and I am encouraged by the commitment of ByrneWallace to this mission as well.

At present, in my third year of studying law, I am interested in the Financial Services sector of ByrneWallace, with a particular focus on the practice areas of Corporate Crime and Banking and Finance. As part of my study abroad programme, I have been given the opportunity to study modules that are not currently offered at my home university, such as Financial Regulation and Antitrust Law. Since taking these classes, I have developed a strong interest in these areas. Furthermore, this semester, I am taking Corporate Finance and Health Privacy Law, among others. Therefore, ByrneWallace is of particular interest to me due to the strength of the firm’s expertise and focus in these legal fields.

As a driven, highly-motivated individual, I am attracted to the fast-paced, ever-changing nature of corporate law. I thrive in busy environments, work well under pressure and delight in managing diverse workloads. As I have learned from contributing to Trinity FLAC projects, I thoroughly enjoy engaging in legal research and drafting documents, both of which are large components of working as a corporate lawyer. I have an interpersonal learning style and benefit hugely from teamwork, which makes me well suited to work in corporate law, where collaboration, not just with colleagues but also with clients, is crucial.

I am aware of the fact that working in ByrneWallace has a customer-facing aspect and that it is necessary to be able to deal with clients professionally and interact with them patiently and clearly. I have a great deal of customer service experience having previously been employed as a duty manager and retail assistant of a Centra convenience store where I was required to engage with customers on a daily basis. I believe that, with this background in a customer-facing job and the transferable skills that I have developed as a consequence, I would be capable of communicating effectively with clients and managing their expectations, skills that are vital when working in a law firm.

Overall, the summer internship programme would be an excellent opportunity for me to grow professionally. I would be glad if I get a chance to showcase my professional attributes and gain extensive knowledge in the field. While I currently have no experience working in a corporate environment, I am both passionate and excited about a career in a legal firm such as ByrneWallace.

Thank you in advance for your consideration and I look forward to hearing from you.

Yours sincerely,  
Aoife Kirby