**Emma Cox**

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**Byrne Wallace LLP,**

88 Harcourt St,

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2 March 2022

Summer Internship Programme

Dear Sir/Madame,

I am a final year Bachelor of Corporate Law student in the National University of Ireland, Galway, and I am writing to apply for the Summer Internship Programme at Byrne Wallace LLP. Securing this Internship position would allow me to advance my career in property and corporate law and I feel confident that I could contribute substantively to the work of your office while strengthening the skills I will need for a career in corporate law.

I believe my past experiences working in fast-paced professional environments means that I could contribute significantly to Byrne Wallace’s legal team. As a legal intern at AMOSS Solicitors, I executed multiple time-sensitive projects with accuracy and speed, completed projects with minimal guidance, and communicated information to the Corporate Department in an efficient and time-sensitive manner. Further, I worked closely with the Solicitors and Partners on a variety of legal issues which has enabled me to enhance my strong time management, writing, research, and analytical skills, which I am refining in my final year at NUI Galway.

I am passionate about this opportunity with Byrne Wallace because of my focus on company law, employment law, and specifically, my interest in wills and property law. I am self-motivated and I give my all to any project and am always looking ahead to the next task at hand. Successfully completing one project and moving on to the next one is very exciting for me. I am passionate about company law and finance and truly enjoy working toward the next big goal and am therefore always looking for new and innovative ideas to bring to a project. I am flexible and have proven to be able to handle change.

It is quite evident that attention to detail plays a major role in the legal profession and there is no doubt that my attention to detail has been enhanced throughout my previous work experiences. The accuracy of each document is something that I like about the legal profession and so I enjoy paying attention to the small details in everyday tasks. The accuracy of each document lies at the heart of document drafting in the legal profession. This is a skill that will stand with me as I progress further in the coming years with my further education and legal career.

My research and problem-solving skills came hand in hand while working in a legal firm. I used my problem-solving skills when a new task is presented to me to complete. Researching is an essential skill linked to problem solving and as a problem solver, I have the ability to identify the cause of the issue and understand it fully before going any further. Research skills lie at the core of the legal world which includes the ability to read large volumes of information in a short space of time whilst understanding the facts, figures, and charts, and analysing it all in a manner that can be used later. I have learnt that identifying a legal problem or a legal challenge is just as important as applying an appropriate solution.

My team building skills have been enhanced from working in hospitality, in a legal firm and from group projects throughout my undergraduate degree. By working on many tasks with others from different courses and degrees, I have had the opportunity to enhance my teamwork and communication skills and I have learned how to effectively communicate both in writing and orally with a diverse team under pressure and ensure that deadlines are met. Having the ability to work as part of a team is crucial in today’s legal world because the type of work that is to be done is so large in scale and complex that it cannot all be completed by one individual alone.

I possess the right time management and organisational skills allows me to perform more efficiently when completing my workload. I am capable of remaining calm and focused. I have implemented my time management skills in university as I was balancing several modules at once, similarly, as to balancing multiple tasks during my previous work experiences to keep a healthy balance and to allocate enough time to specific tasks.

I chose corporate law because I enjoy working with others and I am motivated by success. I am confident that working with Byrne Wallace will allow me to capitalise my blend of creativity, hard work and ability to learn. I am confident that my experience and skills will enable me to make a positive contribution to Byrne Wallace. I have attached my curriculum vitae highlighting my education and work experience. I hope to have the opportunity to interview with yourself and the team for the Summer Internship Programme.

Thank you in advance for your time and consideration.

Sincerely,

Emma Cox.