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Ciara Loftus
HR Manager
ByrneWallace LLP
88 Harcourt Street, Dublin 2

4th February 2023

Ref: Internship Programme

Dear Ms. Loftus,

I am writing to apply for the 2023 Summer Internship Programme which was advertised on your website. I recently completed an LL.M. at Trinity College Dublin and I graduated with my undergraduate degree in law from Oxford University. I am currently completing the FE1 exams, which I am due to finish in March.

I have chosen a career in law because I enjoy the problem solving that is involved in applying the law practically. I have experience as an administrative assistant in a UK Coroners Court working on medical negligence cases, and while I enjoyed seeing legal concepts settle in actual outcomes, I would like to work on cases with greater scale because of the complexity of the problems and because I would like to work in collaboration with a larger team. I am particularly interested in the work of the property team, as an area where commercial trends manifest physically and have the potential to change the face of the city I live in. ByrneWallace also stands out for its excellence in public sector work and I would like to build on the experience I have working with the unique concerns and responsibilities of this sector.

I think that taking part in ByrneWallace's internship programme would be invaluable in my early career because of its commitment to developing talent and its reputation for creating an open and collaborative working environment. I like that the firm takes on a high number of interns and trainees and accordingly has a large and well-established training programme which provides plenty of specialist training alongside working experience. The firm has a reputation amongst students for being a very positive working environment where senior members are approachable. I was interested to see that ByrneWallace was one of the only of the top Irish firms which grew during the pandemic, and that it has plans to double in size over the next few years. I know that recruitment of graduates will be central to these plans and that the firm is dedicated to training, nurturing and retaining new lawyers as part of its expanding practice.

My work as a legal assistant means that I have experience in case-management, document filing and assembling packets of evidence. This work also involved answering questions from and explaining the court process to bereaved family members and members of the local press, which helped me to appreciate the necessity of clearly communicating legal concepts and outcomes to non-lawyers. Throughout college, I learnt to manage my time and balance academic responsibilities with a wide range of extra-curricular pursuits. I was a Vice-Captain for a college soccer team, and was also a theatre critic for a student newspaper and a producer for theatre productions, including one which had a sold-out run at the Edinburgh Fringe.

My C.V. is also enclosed as requested in your advertisement. Please contact me if I can provide any further material to assist you and I am available for interview at any time. I appreciate you taking the time to consider my application and I look forward to hearing your response.

Kind regards,
Grace McConachie