8 February 2024

Grainne McManus

Senior Human Resource Generalist

Byrne Wallace LLP

88 Harcourt Street

Saint Kevin’s

Dublin 2

D02 DK18

Dear Grainne McManus,

I am writing to apply for a position in the summer internship programme at Byrne Wallace LLP. I am a current fourth and final year student of Business and Law at TU Dublin, and up to this point I have attained a 2.1 average grade. I am confident however that after my final year I will achieve a first class honour. I intend on beginning my FE1 exams in late 2024, and having them fully completed in early 2026 in order to complete a traineeship and qualify as a solicitor.

I see from your website that you offer interns an immersive and hands-on approach to learn and experience what it is truly like to be a qualified solicitor through direct exposure to clients and challenging work at an early stage. This is exactly the experience I would like to gain as I have set a clear goal of becoming a trainee lawyer to then qualify as a professional. I would love the opportunity to learn and progress my knowledge and career at Byrne Wallace LLP, a firm with so much recognition for its leading legal expertise from directories such as Chambers and the Irish Law Awards. The firm places huge importance on a positive, diverse and collaborative culture, which I believe to be a vital element of a successful firm, so I know it is the perfect place to strive, work, and learn from the best lawyers in the country at the same time. Conversations I have had with solicitors have all mentioned how good of a culture, and strong a firm Byrne Wallace LLP is, so an opportunity to become an intern there would be an excellent and hugely beneficial experience.

I believe that I would be a great fit for your internship programme as I am dedicated to pursue and advance my career in law. I understand that to become a successful lawyer it requires excellent communication, leadership, and problem solving skills, which my work experience and achievements have helped me to develop these necessities. As you may see from my CV I have years of experience in client-facing roles and am fully capable of working efficiently and effectively in both large and small teams. I am also fully confident that I possess other key skills required for this role such as organisational and leadership skills, which can be demonstrated by the fact I have been given roles and duties in previous occupations where such abilities are necessary. I am able to adapt and learn quickly when in new, or pressured situations which I believe would make me a great candidate for your internship programme. I am also an extremely dedicated person who will give their all and do whatever it takes to achieve success, whether it be academics, hobbies, or a job.

Thank you for your consideration and I would be pleased to attend for an interview at any convenient time. I look forward to hearing from you.

Yours sincerely,

Mark McKeever.