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Hiring Manager
ByrneWallace LLP
88 Harcourt Street
Saint Kevin's
Dublin 2

17 February 2024

Ref: - Legal Intern

Dear Hiring Manager,

I am writing to apply for the summer legal internship position at ByrneWallace LLP, as advertised on your website. I am in the final stage of obtaining the Bachelor of Civil Law degree with a Minor in French at University College Dublin and I am confident that my skills, qualities and knowledge make me an excellent candidate for this position.

Firstly, I researched you prior to applying, and your supportive workplace culture, core values and diverse practice areas are extremely attractive. I am captivated by the approach that you have taken to promote diversity and inclusion in the workplace, as I come from a disadvantaged background and want to be part of the strength of your diverse law firm, bringing different viewpoints together to provide an excellent service for clients. I aspire to become a solicitor and have recently been awarded the Law Society Access scholarship. This is a fantastic scholarship which will significantly contribute to funding my FE1 exams this autumn. Additionally, I am impressed by the number of interesting high value clients that your firm has successfully represented, such as Boojum.

Furthermore, I have studied the job description for this position, and I am confident I have the necessary skills and qualities to quickly perform to a high standard. Firstly, I am an excellent leader, as evidenced by my successful mentorship of new legal interns at McKenna and Co Solicitors. Here I demonstrated effective communication skills by organising meetings to evaluate progress and providing constructive feedback. Active listening, empathy and patience were crucial skills in developing that relationship of trust, which motivated the interns to achieve their full potential as a team player. Secondly, I have excellent customer service skills. As a student caller for the UCD fundraising campaign, my team had a common goal of securing average daily donations. My effective communication, active listening, empathy, patience and interpersonal skills allowed me to go over and beyond for this charity by securing a single gift of €6,000, funding an entire scholarship. This is a transferable skill which will serve as invaluable when dealing with clients. Finally, I have experience of working collaboratively under pressure. As Mooting Convenor, I worked as part of a team, working towards the common goal of ensuring the success of our moot final. However, the barrister who confirmed availability to judge the final was unavailable last minute. My fellow convenors and I had varying viewpoints on how we were going to solve this issue but resolved this issue by listening to each other, focusing on our common goal, and came to a collaborative solution of contacting alumni to judge the competition, which turned out to be extremely successful.

I look forward to hearing from you and can be contacted anytime on my mobile (085) 7485034.

Yours sincerely,

Melissa Donegan

Enclosed: CV