Dear Byrne Wallace,

My name is Myla-Ling Griffin and I am a second year law international student in UCC and I have a great interest in taking part in this year’s summer internship programme in your Dublin offices. I carried out two weeks’ work experience at Byrne Wallace last summer, which I found invaluable.

This summer I would greatly appreciate the opportunity to join the full summer internship programme at Byrne Wallace because I know it would allow me to continue to enhance my experience at a successful law firm. From my studies I am interested in commercial law and I believe that Byrne Wallace is an excellent firm from which to gain valuable insights, surrounded by professional and knowledgeable people. I have much to learn and I am open-minded and eager to add to my experience over the summer.

Prior to commencing my legal studies at UCC I worked part-time in a HR office, as a HR assistant where I learned some of the practical applications of elements of employment law and gained a further understanding of the professional relationship between an employer and their employees. I know that given the opportunity I can be part of a professional, fast-paced environment.

I am a conscientious, diligent, hard-working person. I always ask questions when I need clarification about something and I aim to always be helpful and useful in anything I do. I would greatly appreciate the chance to intern at Byrne Wallace this summer as I believe it will help me continue improving my professional capabilities and ability to be a positive part of any team and law firm in the future.

I look forward to hearing from you.

Sincerely,

Myla-Ling Griffin