

Carras
Cloghans Hill
Tuam
Galway

Byrne Wallace LLP
88 Harcourt St
Saint Kevin's
Dublin
D02DK18

By online application form only

8 February 2023

RE: Summer Internship Programme Application

Dear Sirs,

I wanted to express my interest in participating in your summer internship programme. I am a final year Law and Business student at the University of Galway and upon my graduation in May I plan on completing my FE1s and securing a training contract. I've ten months experience as a legal intern working in two fast paced commercial law firms in Dublin. These experiences confirmed my passion to qualify as a solicitor as I gained a practical insight into the work of a solicitor.

I've worked part-time throughout my degree successfully maintaining good grades, proving my hard working and motivated work ethic and I was recently promoted to a Duty Manager, increasing my workload and responsibilities. I'm experienced working on the Commercial Litigation, Healthcare and Property teams at Philip Lee and Reddy Charlton where I gained a broad training and I was given huge responsibility, liaising with, and managing clients directly and I had the opportunity to work on High Court and Court of Appeal caseloads. I think I would be a great addition to your firm having previous experience in the areas of conveyancing and litigation and my eagerness to improve my skills and knowledge further in these areas.

I have good knowledge of Microsoft Office, including Excel, Word, Outlook, and PowerPoint utilised throughout my degree and as an Intern. On placement I used Keyhouse for my time recording. I can evaluate a situation and use my initiative to decide the best outcome, improved during my time working in customer service and dealing with customer complaints.

I would love the opportunity to work alongside your solicitors as I feel it would be a fantastic opportunity for me to improve my skills and knowledge practically before I sit the FE1s. It's also a great opportunity to gain an insight on what it would be like to train as a solicitor at Byrne Wallace. In addition to your great reputation, Byrne Wallace seems to have a good work-life balance from your participation in many social events, which in my opinion is important in promoting positive work ethic while valuing your employees. I look forward to hearing from you.

Yours faithfully,

Rebecca Flanagan