Sarah Dixon

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ByrneWallace LLP,

Dublin.

Dear Hiring Manager,

I am applying for the Byrne Wallace Summer Internship Programme 2022. I am a final year law student in Dublin City University with a current grade of an upper 2.1, which I am aiming to maintain by the time I graduate in 2022.

I am applying for this role because of my keen interest in working in a commercial law firm. Upon completing a 10-month legal internship as part of my undergraduate degree, my interest has grown immensely, and I would love the opportunity to partake in the BryneWallace internship programme to see if a career in ByrneWallace would be right for me. ByrneWallace seems like an incredible company to work for; working within a full service commercial law firm is appealing to me because I will be given so many opportunities to learn from those above me and there will be a wider variety of work available to me.

A firm’s Corporate Social Responsibility is something that is extremely important to me. ByrneWallace’s dedication to charitable giving and volunteering is something I find extremely impressive about the firm. The firm supports staff volunteerism in a number of ways by hosting in-house fundraising events and even becoming involved in larger events run by charities. This is something that I find attractive about the firm as I believe it is important to give back to the community in any way you can.

I also find the firm’s commitment to being energy efficient extremely refreshing. This aligns with some of my own values of doing my part to protect the planet. Just recently I completed a year of eating a vegetarian diet in order to lower my carbon footprint. The firm’s recent initiatives of recycling 95% of its waste and having waste and food recycling facilities on every floor are very important in the modern day climate crisis. I believe the care ByrneWallace gives to the community and planet as a whole will be integral in the firm. Thus, a career in ByrneWallace is something I would love to explore.

The biggest attraction for me, however, is the variety in the work. I love to be challenged at work and to be put in a position where I am constantly able to learn new things. BryneWallace has many areas of practice and thus a broad array of work is available at the firm. I am extremely interested in the extent of the work available in the firm as I am in the early stages of my career and thus want the opportunity to explore many different areas of corporate law. For all the above reasons, I would be thrilled to work in ByrneWallace.

I would be a capable candidate in this position for many reasons. Firstly, I have some prior experience working as a legal intern through completing a 10-month internship with Company Bureau Formations. While working there I got to see a wide variety of work and gain valuable experience working as part of a team in a professional legal environment. I also improved my soft skills such as communication and organisation. My ability to work well under pressure and properly manage my time is another reason why I would be an ideal candidate for this position. This is demonstrated by my ability to balance several commitments, such as volunteering as a Class Representative, being a member of the DCU Law Society’s committee and working part-time in Centra throughout my studies.

Thank you for considering me for this position. I am excited by the opportunity being offered to me. My CV which follows expands further on my key skills, including teamwork and communication and highlights my dedication to a career in corporate law. It also contains a more detailed academic record and prior work experiences which have allowed me to develop my key skills. I look forward to hearing from you.

Yours Faithfully,

Sarah Dixon.