Aileen Duggan

Benedine,

Nenagh,

Co.Tipperary.

Sinead Fox

HR Administrator,

ByrneWallace,

88 Harcourt Street,

Dublin 2

 19th February 2016

Dear Sinead Fox,

I am writing to ask you to consider my application for the ByrneWallace Summer Internship Programme. I am currently in my second year of Law at University College Dublin. I believe that my skills and personal commitment to excellence would be a good match for the type of client service that ByrneWallace is renowned for.

When researching summer internship opportunities, ByrneWallace stood out to me as a firm that offers an unrivalled structure to its internship programme, and truly challenges its interns. I would like to participate in the programme as I think it would be a challenging opportunity to experience the core of a leading law firm. I believe the legal experience to be gained from an internship at ByrneWallace is something that would be extremely valuable in becoming a successful lawyer in the future. To be an addition to a firm so highly regarded in the corporate law world would be a life-changing experience for me.

I know that there is so much to be gained from an internship in ByrneWallace but I also think there is a lot I can offer to the programme. I am eager to work hard, and keen to prove to myself that I have the drive, energy and integrity to thrive in a fast-paced legal environment. Through my work in customer service and coaching I have developed excellent communication skills and the ability to explain problems simply. Additionally, I excel when I work as part of a team and am used to working with a variety of people and understand the importance of team dynamics and diversity. I have learned to play to my strengths and not be afraid to ask for help when needed.

I would relish the opportunity to begin my legal career at ByrneWallace and to work with some of Ireland’s leading legal practitioners. I am confident I would excel if given the opportunity to do so.

I look forward to hearing from you.

Yours Sincerely,

Aileen Duggan