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06/02/2018

Byrne Wallace,

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Dear Sir/Madam,

I am writing to apply for a Summer Internship Programme in your law firm. I am currently in my third year of Business and Law in University College Dublin. I have decided to apply to Byrne Wallace as it is one of Ireland’s most prestigious law firms, and has a keen focus on client needs.

I wish to pursue an internship with Byrne Wallace as I believe that I have the skills and life experience necessary to excel in your firm, and to meet and surpass the standards you would expect of a Summer Intern. My degree programme, with its interactive approach, has developed my skills; I have learnt to communicateeffectively, to present and speak publicly, to work in groups and to think creatively. I am an organised worker, with the ability to manage my time efficiently. I am driven and thrive off setting goals and reaching them.

To date, my experience in the working world has engaged and developed these skills. Through my work in the service industry I have learnt to satisfy clients, to deal with challenging clients and to be patient and understanding at all times. Working in both the service industry and in retail has really taught me to anticipate and to differentiate the needs of customers, I think that this will serve me well in a legal profession as it is highly important to cater to the individual requirements of clients. I have the ability to keep a level head and to take orders from managers in often stressful situations, this is evidenced by my current position as a waitress in ‘Tramyard’ an extremely busy restaurant in my locality. During my shifts in Tramyard I always remain calm and composed and strive to ensure that the customers’ needs are met in a timely and satisfactory fashion. During my time in ‘O’Briens wines’ I learnt that different customers have different needs and the importance of anticipating the best way to cater for those requirements and make their experience effortless. From my broad range of work experiences I have learnt the essential ingredients to a successful business, and have developed a strong commercial awareness.

One of my passions is volunteering. I have previously volunteered in Nyumbani, Kenya. This was one of my greatest achievements, I was selected to participate after rigorous rounds of interviews to ensure that the appropriate candidates were sent. I spent 10 days living in Nyumbani, volunteering to help those affected by the HIV virus. This was the most rewarding 10 days of my life thus far and helped me to grow as a person. The value your firm places on charity work is admirable, your work with St John of God is appealing to me and something I would like to get involved in, having worked with Carmona services before.

I also like to keep fit, I believe that this helps me to keep a clear head and to remain focused in my work. My favourite ways to keep fit are by playing soccer, and through skiing. I have been playing soccer since I was a child and was a member of the first ‘all-girls’ soccer team in Greystones. Not only do I enjoy playing soccer I also enjoy watching soccer whenever I get a chance. I see that Byrne Wallace holds a numerous sporting events, this is something I would love to become involved in. I also try to go skiing at least once a year, I started skiing three years ago and have since gone annually, not only is it a great way to keep fit but it is also good from a social point of view, I have met a lot of interesting people on the ski trips that I have been on. I am also a member of F45 HIT training in Sandyford, this is a high intensity boot camp style training. For every class we are divided into teams, for me this is the most enjoyable part of the experience as we motivate one another to persevere and finish the workout, there is great sense of satisfaction and achievement amongst the team when we complete a workout.

As an innovative, productive and relentless worker with a strong knowledge of both business and law, I believe that I would be a beneficial addition to your firm. My Results to date academically are something that I am proud of having finished within the top 10% nationally for the leaving certificate and subsequently receiving the UCD entrance scholar award for this achievement. My current GPA stands at a high 2:1 and I aim to finish my degree with a First-class honours.

One area of your firm which I am particularly interested in is litigation. The many facets of law which are dealt with by your firms litigation team is what has drawn my interest to it. After speaking to trainees at your firm who had been in the litigation team I was drawn to it, as they highlighted that no two days were the same and that each new task brought on another interesting challenge.

What is most attractive about your Summer Internship programme is that it seems like interns are really immersed into life at Byrne Wallace and are made to feel a part of the team. It is clear that Byrne Wallace is made up of well-rounded individuals, and that is why I think that I would be an appropriate candidate, I am an honest, courteous and a hard working-person who strives for success in all that I do.

I would like to increase my legal knowledge and to immerse myself in the culture of your firm. I could contribute to Byrne Wallace by giving the firm a student’s perspective. I would greatly appreciate an opportunity to participate in your Summer Internship programme as I am sure that it would be hugely beneficial to me in my pursuit of a career as a solicitor.

I can be contacted at the above phone number or email at any time. Thank you for taking the time to consider my application and I look forward to hearing from you.

Yours faithfully,

Alannah McDonnell