Alex O’Riordan

53 Leopardstown Gardens, Blackrock, Co. Dublin A94XA97

+353 872328425 | aloriord@tcd.ie

**Re: Alex O’Riordan’s application to the Summer Internship 2020**

­­­­­

To the Manager of the Summer Intern Programme,

I am writing to apply for a position on your 2020 Summer Internship. I am a third-year student reading Law at Trinity College Dublin where I am currently ranked 13th out of 93 classmates.

I hope to pursue a career in corporate law as throughout my studies I have developed a keen interest in how law influences every area of life, especially business. I have chosen modules such as company, corporate and tax law which reflects my interest in this area. I think practising as a corporate solicitor will be stimulating and practical and will engage problem-solving and analytical skills, both of which I pride myself on.

I believe my previous work experience shows my suitability for a position in Byrne Wallace. I worked for one and a half years in Coleman Legal Partners after leaving school. I had entered this firm on a part-time basis as an office assistant however I took the initiative to begin completing some secretarial tasks and after only three weeks I was promoted to a full-time role as legal secretary to two senior associates due to my efficiency, capability and reliability as well as my strong work ethic. I excelled in this role to the extent that I was asked to remain in the position on a part-time basis once I commenced my studies in Trinity College. This role not only allowed me to develop skills such as ICT skills, time management and organisation but also gave me fantastic insight into the daily goings-on of a law firm and confirmed to me that I am truly passionate about this industry.

I have been promoted to the position of supervisor in both my current job and my previous hospitality job and I believe my leadership skills and teamwork abilities will help me thrive in Byrne Wallace. I am hardworking and driven but also place great importance on supporting those around me.

I completed a week-long transition year work experience in your firm and believe that Byrne Wallace’s international reach and wide variety of practise areas as well as its highly respected status makes it the ideal firm for me to excel as a lawyer.

I believe I have the drive, tenacity and passion for learning and the law to make me the ideal candidate for this programme. I’d greatly appreciate this opportunity and am happy to provide any other information or references that you may need.

Yours sincerely,

Alex O’Riordan