Dear Sir/Madam,

I am writing to apply to your internship programme. I am in the penultimate year of my law degree in University College Cork.

It is my ambition to become a commercial lawyer at the highest level in Ireland. I have always been interested in current affairs, communicating with others and problem solving. Few professions combine these interests as well as one in commercial law. Due to Byrne Wallace’s excellent internship programme and reputation, I further understand that few firms would help me realise my ambition as well as Byrne Wallace.

During my time at university, I have tried my utmost to become immersed in the college community whilst balancing my academic degree. I was elected first year representative for the UCC Law Society. I independently organised an overnight educational trip to Dublin to attend a legal conference. As the only first year on committee, I made a conscious effort to integrate myself into the dynamic of the executive committee, who had been elected months prior. In conjunction with the Dean of Law and relevant lecturers, I arranged for additional lectures, available for day and evening students, in both English and Irish, for a module which my peers and I were struggling with.

This year, I act as Education Officer for the 87th session of the Law Society. Currently, I am organising an educational trip to The Hague, Netherlands with visits to the ICC, the ICJ and the Irish Embassy. I am responsible for all contact with prospective employers who visit the Law School. I also coordinated the annual Law Society Careers Fair. It was in the midst of researching corporate firms for visits to UCC that I became impressed by Byrne Wallace. The firm’s experience and consistent dedication to be at the forefront of business vicissitude, inspired me to aim to work in a fast-paced environment of such high standard.

In addition, I sit on the executive committee of the UCC German Society. As a team, we organise and promote German language events. Having received a Goethe Institute scholarship to Germany during secondary school, I have been determined to continue my learning of the language. I debate for UCC both nationally and internationally, recently placing first in the Helsinki Open 2016. I have become adept at building strong working relationships and negotiating with others. This is showcased through my success in both society work and debating.

Last summer I worked in the legal department of an NGO specialising in migration and asylum law alongside another legal intern and two legal officers. The legal officers provide one-to-one legal advice to clients. As an intern, I aided this by communicating with clients, drafting letters to State bodies regarding client applications and reorganising the client database. I am confident that working in an office alongside a senior staff member encouraged me to adapt quickly and maximise my potential as an intern. Due to the sensitivity of the work, I learned how to conduct myself with integrity. The opportunity to work closely with both associates, partners and other interns particularly appealed to me about Byrne Wallace. This summer showed me first-hand the attributes this can bring to the learning process.

I look forward to hearing from you regarding this opportunity.

Yours sincerely,

Alice O’Brien