Date: February 4th, 2019

88 Harcourt Street,

Dublin 2,

D02 DK18

Dear Sir/Madam,

I am writing in application for a Summer Internship in ByrneWallace.

I am a second year BCL student, studying in University College Dublin. I have wanted to pursue a career in law ever since I received work experience in a highly regarded general practise in County Mayo. This opportunity gave me an introduction into the career and the solicitors in the office were more than happy to share their experiences and their path to their chosen career. This opportunity solidified my goal of becoming a solicitor but I wasn’t sure if work in a general practise was for me. Ever since starting my degree I have had more exposure to the various career paths for solicitors.

ByrneWallace has always been of interest to me, especially when I heard about the gender parity among the partners. This is an incredible achievement and very encouraging for any young aspiring female lawyers, like myself. I believe in the partner-led approach taken by the firm and I view ByrneWallace as one of the most progressive law firms in Ireland. Your dedication to client satisfaction is second to none, as evident from the Chambers Europe Ireland Client Service Award 2017.

I have worked at my part-time job for a number of years and while the work is not directly comparable with a career in law, I have learned a lot from this role. I understand the value of hard work and the importance of teamwork in achieving the best results. Sport has also developed my teamwork skills and my ability to anticipate future strategies.

My loyalty, honesty and trustworthiness has recently been rewarded with a work promotion to supervisor and this additional responsibility has given me further opportunities to grow and learn, an opportunity I value greatly. This position of authority means issues are often brought to me and it is my job to provide suitable solutions for all parties, responding quickly and ensuring customers are satisfied with their service. This has improved my problem-solving skills and my ability to work hard under pressure.

I understand the importance of good relationships with clients/customers. It is important to be approachable and friendly but also professional. One must remain patient and always ensure all communication is clear and understood. I believe this is especially important in a legal setting where there may be confusion between solicitors and clients regarding legal terms and language which creates a risk of alienating clients. Clear communication and active listening can help prevent issues like these.

I believe my skills and values are best suited to your firm and I believe I am a suitable candidate for a summer internship with ByrneWallace.

If you need any additional information, please do not hesitate to let me know.

Yours sincerely,

Amanda Kane.