Beth Onslow Anna Hollywood

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Dear Ms Onslow,

My name is Anna Hollywood, and I am writing to apply for a position on the Byrne Wallace Summer Internship Programme. By way of introduction I graduated from the National University of Ireland, Galway with a 2.1 in a Bachelor of Civil Law (International) in October 2018. I recently terminated my employment as a Legal Analyst in Axiom’s ‘Centre of Excellence’ in order to sufficiently prepare for undertaking the FE1 examinations starting in March 2019.

I aspire to intern as a commercial solicitor with Byrne Wallace for a number of reasons. I am ambitious to develop my legal career and I admire the high acclaim that your firm has been given; receiving the Chambers Europe Ireland Client Service Award 2017. It is clear that Byrne Wallace is a leader within the commercial law field, both nationally and internationally, across a wide range of practice areas. I am aware that an internship with Byrne Wallace will provide exposure to high profile, complex legal issues and top clients. I want an internship where I can challenge myself on legal work of the highest quality and Byrne Wallace is ideally suited to this. Byrne Wallace offers an unrivalled structure to its intern programme, providing first-class training especially through the one on one mentoring by trainees and associates. This promises an internship that will build a wealth of knowledge across a broad spectrum of areas. The culture of innovation and progressiveness which is integral to Byrne Wallace, also greatly excites me. Your firm’s membership in ALFA International and various links with European, American and Australasian firms greatly appeals to me as I am attracted to a career with a global element. This provides an opportunity to be involved in multijurisdictional transactions and a global legal network, promising training that will consistently keep my knowledge and expertise ahead of the curve.

I completed a three- week Internship in HHD Solicitors in September 2018. Emphasis was placed on utilising a practical approach to resolve legal problems. My responsibilities were extensive and re- enforced my commitment to a commercial legal career. I was given a highly GDPR sensitive document review task which involved adherence to strict time limits for completion. I consulted the firm’s library and online resources and provided the department partner with an oral presentation and a written report. I was trained in the use of various programmes utilised within the firm. I was given the responsibility of reviewing ongoing live files and updating the firm’s case management software and medical negligence database accordingly. This experience deepened and confirmed my ambition to pursue a career in a fast-paced corporate environment such as Byrne Wallace. My internship and previous employment, both in highly regarded law firms, have exposed me to the reality of a career as a Solicitor in a corporate law firm – dynamic, challenging and demanding.

As a Legal Analyst, working on an intense project for a large Global Investment Bank, I was required to work to tight deadlines and quickly adapt to an ever-changing working environment. I liaised directly with a multitude of the Investment Bank’s counterparties to ensure compliance with the ISDA US Resolution Stay Protocol. In addition, I over saw the appropriate adherence time for implementation of the Protocol specifically the 1st January 2019 for GSIBs. Within a relatively short period of time I was delegated with training and leading a team of my colleagues to ensure the reactivation of over 15,000 counterparties accounts. This brought with it many challenges, I had to maintain the consistently high quality of my own work whilst effectively training a team on a specialised task which required knowledge of complex of financial services systems. At the same time, I made myself readily available to the team to answer any queries whilst ensuring adequate oversight. In response to my increased responsibilities I developed a relationship of trust and confidence with one of the most senior managers in the Client Bank who eventually saw me as the main point of contact regarding ongoing progress with the project. I was exposed to the complexities of various Financial Service Agreements and my breadth of knowledge on commercial trading and agreements has been greatly enhanced. My involvement as part of a team in this dynamic environment has enabled me to further develop my attention-to-detail and time management skills. Such skills are directly transferable to an Internship with Byrne Wallace where an emphasis is placed on utilising a practical approach to resolve commercial problems.

From researching your firm, I have come to appreciate the importance placed on understanding clients’ needs and enabling them to achieve their goals. I have a strong work ethic, displayed by my continuous employment in the hospitality sector where I have acted as a team leader and delegator amongst my peers, delivering a first-class professional service to clients. Both my hospitality and legal experience to date have taught me the importance of placing a client’s needs first. This knowledge can be usefully and meaningfully applied and developed through an Internship with your firm.

I believe that I have consistently demonstrated the determination, ability and commitment that you are looking for. I have attached a copy of my CV highlighting relevant experience to the Summer Internship Programme. Thank you for your time and consideration and I look forward to hearing from you.

Yours faithfully,

Anna Hollywood