198, Lower Kilmacud Road,

Goatstown,

Dublin 14

1 February 2017

Ms B. Onslow,

HR Adminstrator,

ByrneWallace,

88 Harcourt Street,

Dublin 2.

Dear Ms. Onslow,

I wish to apply for the Summer Intern Programme as advertised on your website. I am a First Class Honours penultimate year student of Law with Social Justice at University College Dublin.

The ByrneWallace Summer Intern Programme interests me particularly because of the wide range of practice areas offered by the firm, many of which are directly relevant to the studies I am currently pursuing such as litigation, EU and employment law. I believe your firm can equip me with the skills needed to excel as a lawyer and I would appreciate the opportunity and challenges involved in the Summer Intern Programme. ByrneWallace offers an exciting place to start my journey to becoming a lawyer with its diverse practice areas and high level of expertise.

My unique degree has equipped me with the skills necessary to be an advocate for change both in a legal and social sense, by teaching me to think critically and be able to both understand and question the law. My social justice studies have ensured that I am acutely aware of current affairs and how they impact our world and our work. I believe I am a good candidate for the Summer Intern Programme due to my consistently strong academic achievement, my relevant work and teamwork experience as well as my personal attributes.

I thoroughly enjoy working with people from diverse backgrounds, as I have discovered throughout my volunteering experience. My voluntary work is hugely important to me and has shaped my career goal of putting other people’s interests and needs first and working tirelessly to ensure they are protected. However, volunteering has also taught me the importance of teamwork, something that is clearly valued in ByrneWallace, evident in the praise and feedback of the firm’s clients. I developed my teamwork skills through my role of leader in the Sea Scouts and more recently while volunteering as an English teacher in rural India. In India, I learnt the importance of trust and relationships with our local partners for efficient and effective work to be carried out. The CSR programme at ByrneWallace also highlights these goals as integral to the reputation and culture of the firm.

Having worked in a solicitor’s office and on an information helpline, I understand the importance of providing quality service to the client, even when under pressure in a busy working environment. Through my part-time job in hospitality, I further honed my communication and people skills to ensure the customer was always well looked after and satisfied.

It would be a privilege to be offered a place on the Summer Intern Programme in ByrneWallace, a progressive and expert Irish law firm. I am committed to achieving the highest standard of work through the internship and I would relish the opportunity to contribute to the excellent reputation of ByrneWallace.

I look forward to hearing from you.

Yours sincerely,

Anna O’Duffy