Re: Summer Internship 2020

Dear Sir/Madam,

I would be very interested in working this summer as an intern at Byrne Wallace. As you can see from my CV, I am a Third Year Law student in UCD and have obtained a 2.1 Grade so far.

I undertook an internship last June with DAC Beachcroft. Their Managing Partner, Lisa Broderick, can provide a reference on request. I believe that already having some experience in a law firm means I am in a good position to start contributing from the outset. During this work experience, I shadowed a partner for court attendances; attended mediations and settlement meetings; took notes and provided support to those taking part. I also acquired an insight into defence litigation in relation to criminal and civil proceedings. Further, I developed key skills that I believe I can bring to an internship at Byrne Wallace, such as interpersonal skills and problem-solving skills. I have also learnt to become more self-reliant and can be trusted to take on a task and complete it independently.

Furthermore, having worked as a sales assistant in House of Ireland, a leading retailer in Irish giftware, in its flagship city centre store in Dublin, I have acquired good communication skills through dealing with both Irish and international customers and assisting in a range of promotional activities for the shop. I believe that my interpersonal skills and experience in dealing with international clients will be useful in developing a relationship with clients, and international clients in particular, at Byrne Wallace.

Participating in the Byrne Wallace Summer Internship programme would allow me exposure to the work and opportunities afforded to trainees in a high paced corporate law environment. Gaining an invaluable insight into the company’s culture and ethos, I believe this will aid me in my own career and personal development. As an ambitious and positive person, I believe I will excel at Byrne Wallace.

Friends from university and family friends have taken part in the Byrne Wallace Internship programme last summer and recommended that I should apply. They emphasised that the culture of the firm was one of encouragement and welcome, and my understanding is that it would be a great place to work and learn as a trainee, developing the skills required to become a successful solicitor.

Thank you for considering my application. I am available at any time for an interview. I look forward to discussing this opportunity with you further.

Yours Faithfully,

Aoife Galligan.