Grange House,

Castlemartyr,

Co. Cork,

P25 TD30

ByrneWallace Solicitors,

88 Harcourt Street,

Dublin 2,

D02 DK18.

06th February 2019

Re: Summer Internship Programme

Dear Sir/Madam,

I wish to apply for a position on the firm’s summer internship programme 2019. I am a third-year student at University College Dublin studying for a Bachelor’s in Business and Law (BBL).

I am particularly interested in an internship in Byrne Wallace as the firm is recognised as one of the leading legal practices in Ireland and also has an exceptionally strong reputation for training top quality lawyers. With numerous awards including (a) the Law Awards 2018, (b) Excellence in Business Awards and (c) Clinch Wealth Management Irish Law Awards, it is clear that ByrneWallace excel in many areas.

I have a strong work ethic and have worked part time at the five-star Castlemartyr Resort since December 2014. This has helped me to develop my interpersonal skills including my verbal communication, conflict resolution and collaborative skills. I return to Castlemartyr Resort during each break from college which funds my living expenses in Dublin. I also worked two jobs whilst travelling in Canada in 2018. In summer 2014, I worked in a secretarial role in a general practice which was instrumental in my choosing a career in law.

I am recognised as a strong team player and participate in a number of team activities in sport, study and work. I have captained a number of underage sports teams. I achieved an overall 2.1 grade in Year 3 Semester 1 examinations.

I attach herewith my Curriculum Vitae for your review. I would welcome the opportunity to attend at interview and await hearing from you at your convenience. Thank you for taking the time to review my application.

Yours Faithfully,

Aoife Madden