River House

River Road

Hazelhatch

Celbridge

Co. Kildare

Dear Sir/Madam,

I am writing to enquire about applying for an internship with your firm this summer. I am currently in my second year in UCD and am studying Law with Politics. I understand that I may not receive an internship as I am only in my second year of study. However, I am applying at this time due to the fact that I will be on an international exchange in Australia next year and will be unable to complete an internship as their college semesters run during our summer. Therefore I would be most grateful to get the opportunity to complete an internship with you this summer.

I currently work as a Brand ambassador for Raw Marketing. My main contribution would be customer interaction and engagement while promoting a product. It is very important to build a relationship with the customer to allow them to enjoy the product or brand I may be working with. I have learned so much from working as a brand ambassador considering customer interaction is the most important aspect of the job. I have gained excellent communication skills from this form of work. Such skills are vital to a brand ambassador as it is paramount to put the customer at ease in order for them to get the most out of the product we are promoting. Byrne Wallace places emphasis on their strong client relationships. I believe this experience is relevant to a career in law as I not only know how to communicate well with consumers but I have also gained the capability of developing relationships with the various customers I interact with. Your firm will have clients of various character and my work experience has given me the capacity to connect with such clients.

This year, I was chosen as the Fresher’s Outreach Officer for the 163rd Committee of the Literary and Historical Society in UCD, allowing me to further my communication and social skills. The work involved with being a member of a college society has been an extremely enjoyable and worthwhile experience. I am responsible for running the L&H’s weekly breakfast, organising our Sub Committee and First year reps. As it is what I do in my spare time I like to be as active as possible, getting to know as many first years as I can in order to get them involved in the society. I am a responsible and trustworthy person and enjoy communicating with a range of different people every day. I have also taken part in many debating competitions during my time in UCD both debating and judging.

Becoming a solicitor has always been a dream of mine since studying law in UCD. I enjoy working as part of a team so work as a solicitor has always been more attractive to me than that of a barrister. However it is always difficult to make career decisions without proper experience. Because of this, I know that the experience I would gain from working in Byrne Wallace, as one of Ireland's leading law firms, would be of huge advantage to my future career.

Another motive for wanting to complete an internship with Byrne Wallace would be the work that you do as a law firm. I genuinely enjoy the less favourable law modules of students such as property and company law. If I got the chance to experience how they work in practice I would give 110% to help those I am working with deliver high quality solutions to your clients.

Not only this but a firms values and community engagement are important to me. From researching Byrne Wallace’s values and sense of citizenship it seems like a fantastic place to work. The commitment the firm has to delivering outstanding client services, while also recognising the importance of corporate social responsibility strengthens my view of Byrne Wallace as a great workplace. I am a highly motivated person, with full capabilities of acting off of my own initiative should that be required.

I have enclosed an up to date copy of my Curriculum Vitae, outlining my skills, achievements and further work experience in more detail. I would be delighted to welcome an opportunity to undertake an interview and to discuss in a formal way any issues relating to the contents of my CV.

Yours sincerely,

Cara Mooney