

Caroline O'Farrell
Mulberry
Lisnagry
Co. Limerick

Sinead Fox
HR Administrator

ByrneWallace
88 Harcourt Street
Dublin 2

26 February 2016

Dear Ms. Fox,

Re: Application for Summer Internship Programme 2016

I am in my final year of a Bachelor of Civil Law European at UCD, and I wish to apply for an internship position at Byrne Wallace. I believe my strong academic record, commitment to various extra curricular pursuits and my global outlook will make a valuable contribution to your firm. I thoroughly enjoy the intellectual stimulation of law and I have sought out opportunities to gain relevant work experience. I spent two weeks in the legal department of Northern Trust during the summer and one week in a multi-disciplinary practice in January. I have acquired significant exposure to financial services, property law and employment law departments. I enjoy the competitive environment and the variety of daily challenges associated with legal work. I also enjoy the interaction with clients and this experience has increased my enthusiasm to pursue a career in law.

I have a strong work ethic and a commitment to completing all tasks to the best of my ability. My employment history reflects excellent written and oral communication skills, problem-solving abilities, and a record for working both independently and as a member of a wider team. My involvement in UCD Student Legal Services has enabled me to refine my skills in legal advocacy, teamwork and legal research. Participation in challenges such as UCD Get in Gear further demonstrates my commitment to team activities. My Erasmus year spent in Sweden has allowed me to become more independent, resourceful and confident. I am eager to apply these abilities whilst learning valuable new skills in Byrne Wallace.

Having spoken to Byrne Wallace representatives at the UCD Law Fair and at an open evening in the firm, I was impressed by how much they appear to enjoy the day-to-day life in your offices. Trainees told me that the training they are receiving is of the highest calibre, and that as an intern I would gain a great insight into life as a trainee. I have heard that your Summer Internship Programme is very progressive and I would be exposed to a challenging and diverse range of legal work, as well as a final presentation. This is a key motivating factor in the decision to choose your firm over any other.

Byrne Wallace set themselves apart from the competition through progressive use of technology, an international network with ALFA and by promoting strong client relationships. I would consider myself exceptionally fortunate if I were given the opportunity to further my legal career under the training of Byrne Wallace lawyers, who have been awarded the Lexcel Standard of Excellence. Your firm's genuine commitment to Corporate Social Responsibility demonstrates a close alignment between the firm's values and my own, and I would be enthusiastic about contributing to the firm's excellent reputation in this area.

I would greatly appreciate the opportunity to discuss my application further with you in an interview.

Yours faithfully,
Caroline O'Farrell.