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 23 February 2016

Sinead Fox

HR Administrator

ByrneWallace

88 Harcourt Street,

Dublin 2

**Re:** Internship position application

Dear Ms Fox,

I am writing to apply to the intern positions available in Byrne Wallace this summer. I am extremely interested in your firm and would value the opportunity to work for Byrne Wallace, a top commercial law firm with a fantastic reputation. Please find attached a copy of my Curriculum Vitae, in which I have outlined my education, work experience and achievements to date.

I am an FE-1 candidate and having successfully passed the first four I am currently studying for the rest. I am a BCL (Law and Society) graduate having attended Dublin City University and graduating with an upper 2H1. I then attended NUIG to study a masters in International Law again graduating with a 2H1.

I am interested in a career at Byrne Wallace because the firm has a prestigious reputation. I believe that this environment would afford me the greatest opportunity to experience a variety of commercial sectors which would continually challenge me as I develop professionally.

I want to experience a wide range of practice areas while also obtaining exposure to more specialised areas such as Intellectual Property and Technology, Property and Real Estate, Dispute Resolution and Employment. I know that Byrne Wallace as a highly regarded law firm would provide me with a broad based legal education and opportunities to build a successful career as a solicitor.

As you can see from my Curriculum Vitae I have held a number of legal roles. I have learnt that good client engagement and a service level above expectation leads to positive relationships and repeat business. These experiences have confirmed that such skills are transferable and I believe that this experience would stand me in good stead as a trainee solicitor in the future.

In any legal role I have had I have received excellent feedback and in my recent annual review with Hayes Solicitors all the feedback was very positive. During my internship in Sheehan & Partners the Managing Partner spoke directly to the Head of Law (Dr Yvonne Daly) in DCU praising my dedication, enthusiasm and initiative and said he would gladly have me back.

I have always had a keen interest in Byrne Wallace and I know that this is the firm that I want to train in.

I look forward to hearing from you in due course.

Yours sincerely,

Carrie McMeel