

129 St. Lawrence Road,
Clontarf,
Dublin 3.

31st January 2017

Dear Sirs,

I am writing to you to formally submit my application for a summer internship position in ByrneWallace. I completed my first four FE1s in my first sitting in March 2016 and I hope to complete the exams this coming March 2017. I am a graduate of Dublin City University with a 2.1 degree in Law.

After I completed my degree, I focused on building on the knowledge I had learnt during my degree by gaining professional legal experience and developing the skills and professional decorum required of a legal professional. I started work in the ION Group's in-house legal department. I worked in the employment law team for just over a year and then moved to the legal commercial team, while simultaneously assisting with litigation, company secretarial matters and procurement projects. A lot of my work requires me to liaise closely with ION Group's General Counsel, so I get to work on a great variety of legal matters such as insolvent companies review, due diligence and preparation for board meetings. In addition to these legal tasks, I was entrusted with organising our department meetings and accounting for department costs. This varied work has given me great experience in directly engaging with businesses, financial services firms and legal practices in a confident and professional manner, whether as part of negotiations, litigation or in an administrative role. I have succeeded in fulfilling my goal of developing my skills and the requisite professional decorum but I know that working in ByrneWallace would greatly enhance my professional development.

Throughout my degree, I worked part-time in telecom retail which taught me a lot about teamwork, work efficiency and time management. The work was beneficial in developing my interpersonal skills, especially my client management abilities. I learned how to remain calm and collected, both physically and mentally, in sometimes very stressful and confrontational situations with customers.

In secondary school, I was elected by staff and classmates as a deputy head girl with a specific role of ensuring that new entrants to the school settled in well. The role involved maximising my time and efficiency, balancing my studies with the role's responsibilities and provided an excellent opportunity to learn how to delegate efficiently.

The feedback I have received from peers and colleagues credit the strong work ethic and teamwork valued in ByrneWallace for their own professional development. This is one of the reasons I want to join ByrneWallace. I have always been a hard worker and great team player and so, the opportunity to intern in ByrneWallace would be the perfect fit as well as an invaluable experience for which I would be very grateful.

In addition to the strong work ethic and teamwork which attracts me to ByrneWallace, the reputation of the firm is outstanding, further proven by its recent achievement of 'Law Firm of the Year'. I attended the open evening late last year in the ByrneWallace office in Harcourt Street. The ByrneWallace personnel I met that evening further fuelled my desire to intern in ByrneWallace.

I would welcome the opportunity to provide any further information you may require or to discuss at interview. You can contact me on +353876401488 or by email at chloeprendergast3@gmail.com.

Thank you for taking the time to read my letter and I look forward to hearing from you.

Kind Regards,

Chlöe Prendergast