48 Butterfield Park,

Rathfarnham,

 Dublin 14.

 Ph: 0857554513

25 February 2016

Ms. Sinead Fox,

HR Administrator,

ByrneWallace,

88 Harcourt Street,

Dublin 2.

Dear Ms Fox,

I am writing to you as I wish to apply for the position of Summer Intern and enclose a copy of my CV.

I am a final-year double honours student of Law and Media at Maynooth University, set to graduate with a II.I degree and interested in working within corporate law. I am eager to work within the corporate law sector as I believe I would revel in the diverse and challenging nature of the work, which significantly impacts upon the face of the corporate sector. Furthermore, the opportunities and scope for advancement which exist within corporate law appeal to my ambitious nature. Working for Byrne Wallace in particular would bring me the utmost pride as not only is the firm a leader its field, but also has exemplary standards of client care, as emphasised by the numerous awards held by the firm in this area. I am also attracted by the firm’s progressive embrace of technology, which is of particular interest to me considering my background in media as well as law.

My work as a senior member of the Loreto High School Beaufort Student Council has displayed and furthered my excellent organisational, teamwork and management skills. Through my organisation of large scale events and campaigns as part of this work, I have become certain of my capacity to foresee problems which may arise and put in place measures for the prevention of such. Moreover, my ability to relate and appeal to people was confirmed by my election to this position by my peers. My extensive experience in public speaking and debate has built upon and highlighted my innate communication skills. Finally, my natural intelligence is evidenced by my IQ based membership of the Centre for Talented Youth Ireland.

The position of Summer Intern combines my enthusiasm for working within commercial law with my eagerness to learn and utilise the skills which I have mentioned. I therefore truly believe myself to be an excellent candidate for the position. Thank you in advance for your consideration. I look forward to hearing from you.

Yours sincerely,

*Ciara Austen – Gray*

Ciara Austen – Gray.