Dear Sir/Madam,

My name is Ciara Lennon and I am a first- year LLB Law student studying at Griffith College Dublin. I am writing to you to apply for the Summer Internship opportunity within your firm, Byrne Wallace. I learned about your Summer Internship opportunity through the Griffith College Law Faculty. Interning at your firm and getting the opportunity to do so would allow me to gain a detailed insight into the legal working world.

Although I have already been given the opportunity to gain work experience in a Legal Cost Accountants firm, where I grasped an understanding of the legal accounting profession by shadowing a practicing Legal Cost Accountant in the Courts and the Taxation Office. I improved my legal secretary skills by typing dictations, answering phone calls, inputting legal data into the computer software and also typing emails and invoices to clients. This internship I believe would benefit me significantly by furthermore widening my level of understanding and experience by working alongside your senior and experienced lawyers.

I would love to be given the opportunity to intern at your firm as I find your dedication to the protection and promotion of your clients’ interests an appealing factor. Your diversity of expertise that covers all significant areas of Irish law would allow me to grasp experience and understanding in almost every aspect of the Irish law.

I believe that I am an eligible candidate to for this internship as I have both the willingness and determination to learn and widen my understanding and experience in a Law firm. I have also gained previous experience in other aspects of the legal profession, the Legal Cost Accountants firm and this has given me the opportunity to broaden my skills, of which I believe I could use to contribute towards your practice.

I am excited about the possibility of speaking with you further about this outstanding opportunity with your firm. Thank you for your time and consideration.

Yours faithfully,

Ciara Lennon