Claire Cashman

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Byrne Wallace

88 Harcourt Street,

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Dublin 2.

Dear Sirs,

My name is Claire Cashman and I have a keen interest in working as an intern in your firm. I have recently graduated from University College Dublin with a Bachelor Degree (Hons) in Business and Law. I have successfully passed three FE1 exams and am undertaking the remaining exams this March. I am eager to expand my legal expertise and develop my current legal skills. Byrne Wallace has stood out as one of the most progressive firms and thus I am enthusiastic to successfully seek an internship with your law firm.

I consider myself a suitable candidate as I have an ardent interest in the area of Business and Law not only as a result of my degree but also through my interest in current affairs. As Byrne Wallace is a leading commercial law firm it is imperative to have an awareness of updates and changes in the legal industry. To this end I have been heavily involved throughout my degree in organising the Student Legal Convention which focuses on niche areas of law, as well as providing panel discussions on prevalent topics.

Byrne Wallace’s internship has peaked my interest, as the firm’s high profile clients would offer exposure in dealing with complex queries requiring novel solutions. Such circumstances would allow me to constantly develop my own skill set. In the area of law, each day brings its own challenges and experiences which is appealing to me as I enjoy the varying nature of the day to day work but more critically the opportunity of self-development. I believe I possess these qualities as my previous employments in both PWC and William Fry have enabled me to think critically in finding solutions to client queries. Similarly, my previous employments have allowed for the enhancement of my ability to adapt to the situation before me. A skill which will prove useful during an internship.

I regard myself as having the necessary skills for an internship in a leading commercial law firm. I have previously presented my research and analysis on recent tax proposals to the tax department. This opportunity gave me the skills of being able to read, evaluate and present information in a user friendly fashion, a trait which is required when advising clients. I also strengthened my communications skill as well as my confidence in public speaking, both of which are critical to any legal career. Through my role as a Student Ambassador for UCD, I have gained valuable experience in how to conduct myself on behalf of a corporation. As an intern in a commercial firm, one’s actions and appearance reflect on the firm and thus I feel I can add to the internship programme.

Byrne Wallace’s renowned Tax department has heavily influenced my decision to apply to your internship programme as opposed to any other. I am considering undertaking the tax exams post qualification.

I appreciate you taking the time to review my application and I have attached my CV.

Regards,

Claire Cashman