Dear Sir/ Madam,

my name is Claire Conlon and I am a second-year student of Business and Law at University College Dublin.

I am writing to you to apply for the Summer Internship that you have advertised.

I am an out-going, bright and driven individual who will work hard at any job I am given. I am also able to work well as part of a team allowing for everyone’s voice to be heard as well as considered.

I currently have very little legal experience as I am only in second year and opportunities such as internships are not offered very frequently to First Year students.   
I completed one week’s work experience with a local solicitor during my Transition Year at School which sent me down the path of the legal profession. While I learned a lot from my time there it was limited due to my lack of legal knowledge. Now that I am half way through my course I believe it is the right time to take a step forward and learn what it is like working in a major law firm.

I would greatly appreciate and relish an opportunity to work in one of Ireland’s top law firms as it would offer so many opportunities and challenges.

I understand that Byrne Wallace are a major player in Ireland’s legal proceedings being one of the biggest law firms in the country however what struck me was that the company is not a typical generic “faceless corporation” they have a number of Corporate Social Responsibility initiatives that impressed me hugely.   
As well as that, Byrne Wallace deal with a number of branches of law that I find very interesting and they have also won a number of awards for their work which I think speaks volumes about the quality of the staff that they have and the work that they do.

I truly would love a chance to be apart of that team given the opportunity.  
Thank you for thanking the time to consider me.

Yours Sincerely,

Claire Conlon