1 Weston Court,

Weston Park,

Lucan,

Co. Dublin.

7th February 2019

To whom it concerns,

I’m a third-year law student at Trinity College Dublin and I would appreciate the opportunity to be accepted as an applicant to your internship programme this summer.

For the past two years while studying for my degree I have maintained a part-time job in retail with Best Menswear, demonstrating a strong work ethic and excellent time management skills, as well as first-hand experience dealing with clientele on a face to face basis.

I’m a focused and ambitious person. I have been part of the English, French and Irish debate teams during my time at school and I am very comfortable in new and challenging environments. I’m an outgoing person and have always had a good relationship with people I engage with and always commit fully to any undertakings I’m presented with.

Byrne and Wallace, as one of Ireland’s largest law firms, accredited for excellence in multiple areas including client services and legal skills, would be an ideal location to experience life in a corporate law firm and learn to apply my legal skills in a practical way. I’m specifically interested in applying to work in this firm as it offers services in a competitively wide range of practise areas, and because having spoken to Byrne and Wallace's representatives at Trinity's law career fair, I felt as though those who had completed the internship had genuinely enjoyed and valued their time and experience.

I’m very hard working and would be extremely appreciative of the chance to intern in your highly esteemed firm.

Yours sincerely,

Claire Williams.