Newlands,

Drummin West,

Delgany,

Co.Wicklow

Ms Sinead Fox,

HR Administrator,

ByrneWallace,

88 Harcourt Street,

Dublin 2

12th February 2016,

Dear Ms Fox,

I am writing to apply for a position in your firm’s Summer Internship Programme. I am a final year student in Dublin City University studying Economics, Politics and Law.

The Irish legal system fascinates me, I love the pure vastness of it and the fact that it is constantly changing and evolving. From the moment I began studying law in DCU I knew I wanted to pursue a career as a solicitor. As stated on my CV, last summer I worked for KCC Architectural. Working in the contract department of a S.M.E. was an invaluable experience as it allowed me to become aware of the importance of commercial law firms to the everyday running and survival of a business. Through my experience in KCC Architectural and my enthusiasm for law I am certain I will thrive in a corporate law firm. It would be a privilege to be selected to take part in the Summer Internship Programme in order to gain an insight into the everyday duties of a trainee solicitor and to concretise my genuine opinion that this is the occupation for me. Furthermore I believe I will immediately fit in with the ethos of ByrneWallace as I personally share many of the values the firm strives to reflect. I have provided seamless service to clients in an approachable manner during all previous work experiences.

I am a hardworking individual, demonstrated not only by my academic results but by the fact that I achieved all results while fully participating in extra-curricular activities such as drama and Model United Nation’s Conferences in school and Global Brigades and St Vincent de Paul in DCU. My passion for law and my good work ethic will ensure, if selected for the Summer Internship Programme, that I will use the experience to the best of my ability. Furthermore I believe I will work well with and get along with my fellow interns, the trainees and all other members of staff with whom I come into contact with. I chose to attend DCU despite the fact that no one else in my year had put it down on their CAO. I was certain Economics, Politics and Law was the right course for me and so I stepped outside of my comfort zone and some two years later I have made a large group of friends whom I will endeavour to keep for life.

I am attracted to ByrneWallace due to their approachable mentoring culture; the support given to interns from all staff enhanced by the open door policy will be of huge benefit to me. Interns are consistently surrounded by the best, allowing them to pick up on the skills needed to become a successful solicitor. It would be a privilege to join the ByrneWallace team to work with and learn from lawyers who are leaders in their expertise, I am positive that I will carry the skills developed over the four weeks with me throughout my career as a solicitor. Furthermore it would be an honour to work for a company who has been awarded the Lexcel Standard of Excellence.

Thank you for taking the time to consider my application, I look forward to hearing from you.

Yours Sincerely,

Claudia Kilpatrick