21 Beverton Lawns

Donabate

Co Dublin

28 January 2019

**Summer Internship Application**

To whom it may concern,

I wish to register my application for an internship with Byrne Wallace Solicitors, a position I am strongly interested in, given my research and work experience within the legal industry. I am a third year BCL candidate in DCU. I am currently studying law from a civil and European standpoint at the University of Valencia, Spain as part of the DCU Erasmus Exchange Programme. This is a challenge but an inestimable experience nonetheless.

I previously worked as an administrative assistant in the real estate department at Mason Hayes & Curran. Within the real estate department, I worked with the Multi Unit Residential Sales team which recently won the Financial Times award for the best innovation in legal expertise. Over the course of two years my role developed from administrative tasks, in which capacity I worked closely with the firm’s records team and finance department, to undertaking tasks commensurate with that of a trainee. My role included scheduling title, liaising with other firms, as well as assisting in post-completion matters. During my time at MHC I also became an active member of the firm’s tag rugby team. My role originated as a summer position; however, my contract was extended to allow me to work part-time during my second year of college.

During my time at MHC I have been in regular correspondence with Byrne Wallace staff and I have had numerous meetings at the Byrne Wallace office. It became clear that although Byrne Wallace obviously prides itself on its innovative work, there is also an obvious pride in their employees. This pride appeals to me, in particular, the constant learning atmosphere I have heard of repeatedly from interns, trainees and associates I find very impressive. The continuous legal education provided within Byrne Wallace is essential so that an unparalleled service can be provided to clients, which is admirable.

In college, I am the founding member and current deputy editor of the ‘DCU Socio-Legal Studies Review’. This role involved seeking and obtaining approval from the DCU School of Law, followed by arranging budget, sponsorship and putting in place an editorial board. As deputy editor I am responsible for editing submissions we have received from postgraduate students internationally.

I have aspirations to pursue a training contract with Byrne Wallace, one of Ireland’s top law firms, with an enviable client base, a collection of diverse practice areas and so it is for that reason that I am strongly interested in an internship with the firm.

Enclosed is my CV which demonstrates that I have the capabilities and skills necessary to once again become part of MHC.

Yours sincerely

*Conor Ward*

Conor Ward