Ballybarrack,

 Dundalk

 Co. Louth

Byrne Wallace,

88 Harcourt Street,

St. Kevins,

Dublin 2

 6th February 2017

Dear Sir/Madam,

I am writing to you to apply for the Byrne Wallace Summer Internship Programme. I am a recent graduate of University College Dublin. I hold a 2.1 (Honours) degree in Law with History. I am committed to pursuing a career in the legal profession and will sit the FE1 Examinations in March coming. I firmly believe that Byrne Wallace is the ideal firm with which to begin my legal career.

I am a highly motivated individual and am very confident in my ability to perform to a high standard in a busy work environment. I possess strong legal research skills that I have developed in my academic and professional life. I have exceptional attention to detail, with an ability to prioritise and juggle multiple projects. During my time at Galligan Johnston Solicitors I was responsible for numerous tasks simultaneously, which required me to manage my workload in line with the firm’s needs.

While I am able to work well on my own initiative, I have a strong appreciation of the importance of teamwork in the workplace. I have developed the understanding that teamwork requires mutual respect, commitment and cooperation. While at East Coast Catering (Ireland), I worked closely with others to ensure the smooth running of the centre, and the ability to work as part of a team was an attribute that benefitted me greatly and is something I place much value on.

I am very open to new ideas and experiences, and have learned invaluable lessons from living and studying abroad in Canada and the Czech Republic. As well as learning to adapt to new cultures, I have immensely improved my interpersonal skills by cultivating relationships with people from a wide range of backgrounds. I believe such skills are key to the legal profession and I look forward to having the opportunity to apply them in a practical way.

 I have a strong passion for both the law and the corporate world. Given the strong overlap between these two sectors, I believe that I possess the level of commercial awareness that Byrne Wallace places such importance on. I am convinced that, if given the chance, I will demonstrate my drive, ability, and commitment to furthering my professional experience through working with your firm.

I attach a copy of my CV, which further details my skills and relevant experience, for your review and consideration. I look forward to hearing from you in due course.

Yours faithfully,

Conor Williams