ByrneWallace,  
88 Harcourt Street,   
Dublin 2,   
D02 DK18.

Sir/Madam,  
  
My name is Cormac Tighe and this letter is to accompany my application for the ByrneWallace summer internship programme 2017. Through this letter, I want to let you know a little about myself and I hope to show you why I would be a good choice for an internship at your firm.

I have completed my undergraduate degree in Economics and History and I have applied for the Masters of Common Law conversion course next year in UCD. As a graduate from a non-law background, I believe I can add something unique to your firm. Alongside my potential work colleagues from law backgrounds, I can offer a different and fresh way of thinking when faced with a problem, minor or serious, to deal with.

I want to study law for several reasons. Firstly, I am an ambitious person. I am interested in the wide spectrum of career opportunities and advancement possibilities a law degree will grant me. If offered this internship, I aim to use it to gain some first-hand work experience in a major international law firm and use it as my first step on the road in becoming a Lawyer.

Secondly, I strive to be the best I can be in all aspects of my life. Whether I am playing Gaelic Football with my home club Kilglass Gaels GAA where I won most dedicated player of the year in 2014 or whether I am organising a major event for a charity drive or Ógra Fianna Fáil, I always give 100% commitment to reach a successful and satisfactory outcome. This is a core reason for why I am applying to ByrneWallace. I feel my ambitions and drive to be successful can be met at ByrneWallace as your firm are winners of the AIB Law Firm of the Year 2016 award. I see my own high-standards being a good match for the ethos of excellency espoused by your firm’s reputation.

Thirdly, I am a great worker in a team setting and I have worked in team environments for much of my life. From football to student assignments, ordinary committee positions to management positions on student societies, I have obtained a significant number of skills from working with various types of teams. I am capable of delegating tasks to others under my supervision, I can prioritise tasks and cope with doing more than one job at once under pressure and I can communicate easily and efficiently with colleagues to make sure a job is done correctly and on time. However, most importantly, no job is too little or big for me to do personally and I will do whatever is asked of me in a team setting by my supervisor.

As a worker, I enjoy tasks with an outline and plan. However, I am pragmatic and I am flexible to adapting such plans where real life situations requires such changes. I enjoy reading, writing and analysis. I am a patient person and I will take my time where practical to perfect my work. Finally, I am always willing to take on board advise and learn from more experienced members and I am always ready to lend a hand if someone were to ask me for advice.

Thank you for looking over my application and I look forward to hearing back from you regarding my application.  
  
Yours faithfully,  
Cormac Tighe.