Byrne Wallace Solicitors,   
88 Harcourt Street,  
Dublin 2

HR Manager 17 Sweetmount Park,

Dundrum D14,

30/01/2018

Dear Mrs. Onslow,

My name is Dillon Rafferty and I am a final year Business and Law student studying at the Dublin Institute of Technology (DIT). I am writing to express my passionate interest in a place on the prestigious summer internship programme with Byrne Wallace solicitors.

From researching the company and reading testimonies of employees working in Byrne Wallace, I feel the company strongly resonates with all that I am looking for in a legal firm. Its global reputation is not only based on strong traditions but its willingness to embrace diversity. I know this is a company that acts for some of the world’s most prestigious and successful organizations. I want to be part of this dynamic, market leading firm and would positively thrive on your challenging summer internship programme.

I have studied all relevant Law modules for FEI examinations. I have received excellent feedback in all my completed assignments including studies on company, EU and criminal law. I am a participant in DIT’s esteemed case study competition team and after a rigorous selection process have been chosen to represent DIT at the international UNICC competition in March. I have gained good business knowledge and acumen that would be advantageous in any future employment. Studying in DIT I have benefited from participating in many group projects and developed strong teamwork skills. I have demonstrated leadership abilities taking the lead in class presentations and as class representative for my college year.

I am a dedicated employee and have gained work experience with several employees. I was a call centre worker and due to my excellent communication skills, I was quickly promoted to handle the business clients instead of the consumer calls. I completed a Summer Internship with State Street and was exposed to working on business analytics, data research and became proficient in Excel, Word and Office. This summer, I completed a J1 Exchange programme and enjoyed working as a waiter in a restaurant in Chicago. I gained valuable life lessons and really enhanced my emotional intelligence and my customer service skills.

I am very conscientious and bring great enthusiasm to anything that is asked of me. I am outgoing, friendly, and have good sense of humour. I have a diverse range of hobbies including sport, current affairs, travel and cooking. I am always seeking new experiences and enjoy broadening my horizons. I know this traineeship will require resilience and present many challenges but I am excited by the prospect and would relish the opportunity to be part of this programme

I am very much welcome the chance to meet with you and look forward to a favourable response to my application for a place on the summer internship programme.

Yours sincerely,

Dillon.