57 The Chandler Building,

Village Square,

Ashtown,

Dublin 15.

Byrne Wallace,

87 – 88 Harcourt Street,

Dublin 2.

26th February, 2016

Dear Sir/ Madam,

I wish to apply for the position of Summer Intern with Byrne Wallace as advertised on your website. I graduated from the University of Limerick with an Honours Bachelor of Law degree in which I studied the core FE1 law subjects. When given the opportunity to study other areas of law in my third year of university, I chose to focus my attention on commercial law and employment law as I have always had a keen interest in commerce.

Upon graduating from the University of Limerick I commenced employment as a trainee accountant with KPMG where I worked as part of a team completing an audit for a global aviation leasing company. This employment increased my commercial awareness and developed further my communication and analytical skills. I regularly attended client meetings to collect important data needed to complete the audit and report on the progression of the audit. The emphasis of these meetings at all times was to gain a thorough understanding of the needs and requirements of the client.

I have worked in numerous government departments as an Executive Officer. On a daily basis I was required to utilise skills such as exerting professional judgment and researching the relevant legislation which I had developed from much of my previous employment, including KPMG and McMahon, MacCarthy, O’Dea Solicitors.

Due to my varied experiences in the workplace I have developed excellent time management and organisational skills. I have the ability to work independently and under pressure and I am deadline orientated. I am a strong team player with good interpersonal skills which facilitates strong working relationships with co-workers. I have an outgoing, extroverted personality and am a good communicator. I hope that these skills along with my drive and determination would make me a suitable candidate for the role.

After speaking with various legal professionals the general consensus is that there are very few firms that have the quality of training and diversity that Byrne Wallace can offer. I would be excited to work with a firm that works with some of Ireland's largest, most successful and progressive companies as well as many exciting and innovative smaller companies.

My attached CV fully outlines my experience to date. I look forward to discussing my experience with you further and am available for interview at your convenience.

Yours Sincerely,

Edel Griffin