

Dear Sir / Madam,

I wish to apply for the summer intern position with ByrneWallace.

I have a great interest in law. I wish to pursue a career of a solicitor and to date I have obtained a degree in Economics, Politics and Law from DCU and Masters in Commercial Law from UCD. I am also half way through my FE1 exams.

I have been working with the Immigrant Council of Ireland since early 2011 and I have extensive experience of working in the areas of immigration law and policy. I am also volunteering with the Free Legal Advice Centres (FLAC) as a legal assistant, assisting lawyers during clinics in various areas of law. While working with the Immigrant Council and FLAC I have improved and developed various transferable skills such as legal research, drafting legal documents, attending meetings with clients and taking attendance notes, keeping database and files up to date and other administrative tasks.

As a token of recognition for my work with the FLAC I was recently awarded with the Golden Pin Award. Furthermore, I have been selected to work for the Department of Justice as a member of the case processing panel of the Irish Naturalisation and Immigration Service and the Office of the Refugee Applications Commissioner.

I am a diplomatic individual and excellent communicator with three languages. I pride myself on my analytical and organisational skills, enterprising attitude and the ability to think outside the box. I can follow instructions, work on my own initiative and be trusted with confidential information. I am meticulous and thorough with an eye for detail and I have a proven record of problem solving. I love challenges and never shy away from hard work. In addition, I am a fast learner and reliable person.

I have a keen interest in corporate law and I want to be involved in first-rate transactions, stemming from a worldwide client base. As a top tier firm, ByrneWallace provides a second to none training programme and ensures that its summer interns and trainees get a rounded hands on experience. I believe this is a key element for an excellent work experience that will be hugely beneficial to further my goal of securing a traineeship contract. I believe that my experience, skills and natural qualities will be of benefit to your firm.

Please see my CV for more information.

Kind regards,

Edward Fortune