Éirinn Fahey

Letter of Introduction

Dear Sirs/Madams,

I am a fourth year Law Plus student in the University of Limerick and I am writing to you in the hopes of obtaining an internship position in your firm.

I consider myself to be a proactive, dedicated and motivated individual. I have a vast amount of experience in working as part of a team and I am aware of the importance of such a skill in the workplace. I am a hard-worker with great organisational skills, and always eager to learn new things. I love working with people and have gained invaluable communication and interpersonal skills throughout my time in university and working in a range of business settings.

I worked as a legal assistant in a very hands-on role in Melyvn Hanley Solicitors in Limerick for eight months as part of my university Cooperative Education placement. This role involved drafting important legal documents and correspondence and typing from dictation. I was also the first point of contact for clients both at reception and on the phone. My duties also included facilitating cash and card payment, conducting legal research, making enquiries with other firms, governmental bodies and professionals and compiling and organising briefs for court. I was given a significant amount of responsibility and learned a great deal from my time there that I know would help me if I were to succeed in obtaining a position with Byrne Wallace.

My time working in this position broadened my knowledge and practical work experience and provided me with an invaluable insight into the work of a solicitor. I developed my teamwork skills as well as my organisational, communication, legal research and problem-solving skills. It opened my eyes to how the law operates in the business world and how it directly effects and motivates the decisions of private and commercial clients.

I feel that my skills and experience make me a perfect candidate for the programme and I would be honoured to be given such an opportunity. Upon graduation, I plan to pursue a Masters of Law in the University of Limerick in which I will choose subjects both of a commercial and a human rights nature, and I also plan to complete my FE1 exams.

I know that my time in your firm would serve to further develop my practical understanding of the law, particularly in the area of commercial law. Given your innovative and client-centred approach, undoubted success and the diverse nature of the services you provide as a firm, I would love the opportunity to work with you, and to learn from those at the forefront of their field.

I look forward to discussing with you in greater detail the possibility of my joining your team and contributing to its continued success. I would very much welcome an interview and would like to close by thanking you for taking the time to review my application.

Yours Faithfully,

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