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To Whom It May Concern,

My name is Eleanor Brennan and I am a final year corporate law student writing to you today with the hopes of being able to partake in your Summer Internship Programme.

I believe I would be an excellent candidate for your programme as I am a very driven individual with a strong work ethic who takes great pride in all of my work, no matter the task at hand. I do my best to complete every assignment I am given to the highest possible standard. I am a very quick learner and would not need to be shown how to perform the required tasks during my internship more than once and would not be a burden to the firm during the introductory period. If given the chance to show you what I am capable of, I can promise you that you are getting a motivated and enthusiastic individual who will prove to be a great asset to your team. My range of varied work experience to date combined with my degree provides the foundation on which to build my legal career. I have been fortunate to intern at a medium-sized law firm specialising in Property and Conveyancing law. At this present time, on top of the workload of final year, I have taken it upon myself to work in a solicitors office one day a week to gain even further experience in this field. As well as this, I have experience being a medical secretary and a sales assistant in a major franchise. My occupational background allows me to engage in my studies with unique insight and analysis. I would love the chance to apply what I have learned from my work experience into a major business law firm to prove my strengths in both the legal and commercial fields. I am aware of the high standards of work and professionalism that would be expected to ensure excellent levels of clientele satisfaction. I can assure you that this will be my primary objective if given a position at Byrne Wallace.

I know that I would benefit greatly from getting the opportunity to partake in this internship. The skills that can be gained from participating in an internship in one of the biggest firms in Dublin are skills that I truly want to grow; an analytical mindset and critical research skills which will prove to be great assets in my later professional career. I have a strong passion for learning and taking on new challenges with a positive mindset. I have superb communication and interpersonal skills which I have developed throughout my academic life and work experience to date, making me a great contender for both working in a team and for personal performances. I am a very reliable, well-organised person with excellent writing skills, as I have always been able to get my argument across on paper. I am very self-motivated; being able to set myself goals to complete in specific timeframes. I work well under pressure and get tasks done at their due date, as shown from the countless assignments and essays that I have completed in my degree thus far. All of these attributes show that I would be an ideal candidate for this opportunity. I believe getting the chance to partake in this programme would strengthen my present abilities and would give me the opportunity to develop new beneficial skills.

Getting the opportunity to do a summer internship in Byrne Wallace would be a truly exciting experience as it would give me a real glimpse of how the law works on a practical basis. The commercial side of law has always interested me immensely and I would love to see how a major international law firm works on a daily basis. I would love the chance to amalgamate my passion for law with my interests in the financial and economic sectors and I truly believe that working in your firm would help me do just this. I am ready to dive into the challenge put in front of me that I know will lead to personal and professional growth.

I look forward to hearing from you and would like to thank you for your time and consideration.

Yours Sincerely,

Eleanor Brennan