Ellen Keegan,
Cankeel,
Cloone,
Co. Leitrim.
10/02/2020

Byrne Wallace,

88 Harcourt Street,

Dublin 2.

Dear Sir/Madam,

I am writing to apply for the Summer Internship Programme. Having heard about the firm’s summer internship from DCU’s law society, I was immediately motivated to apply for this incredible opportunity.

Byrne Wallace places much emphasis on the importance of working as one team. Their ethos is very much in line with my own values in life. I very much enjoy working as part of a large team to provide the best solutions, whilst also developing my own skills personally. I have had a passion to pursue a career in law from a very young age. As part of my Transition Year Programme in school, I took part in work experience in a local solicitors practice. I ended up working there as a legal assistant for three summers while on holidays from school. I provided professional and administrative support to two busy solicitors during this time. This experience increased my motivation to pursue a career in law. It also allowed me to develop a strong work ethic and widened my skill set.

I firmly believe that I would be a great addition to the firm as a summer intern. I am dynamic, hardworking and enthusiastic. I am eager to try new things and to step outside of my comfort zone. When I first came to DCU, I immersed myself in the university life and joined many different clubs and societies. I joined the European Law Students Association which has been one of the most important and rewarding parts of my university experience overall. Despite wanting to run for a committee position, I was too shy and nervous. In second year, I pushed myself to run and was elected as the Vice President for Academic Activities. I have since been elected again for a second year. This role has allowed me to meet many interesting people and to organise a variety of social, academic and charitable events over the last two years. Recently, we organised DCU’s first negotiation competition, which was a resounding success. I have also organised two cultural trips for law students to Lisbon and Berlin. My involvement in ELSA has really developed my skills of organisation and communication.

Although I have been extremely lucky to work in a small law firm and gain a valuable insight into everyday life as a lawyer, I am very interested in working in a large corporate law firm. I am excited to see how lawyers operate in a corporate law firm – working as part of a large team to ensure excellent service for clients. I would be extremely grateful for the opportunity to work in Byrne Wallace, a firm which encourages you to work hard to reach your full career potential. As I am coming to the end of my third level education, I am exploring numerous different career paths. I believe that this experience would be illuminating and insightful while I navigate my future career. I would be delighted to complete an internship in Byrne Wallace with the hope of proving myself worthy of a traineeship in the future.

Please do not hesitate to contact me if you require any further information.

Your sincerely,

Ellen Keegan.