198 Lower Kilmacud Road

 Goatstown,

 Dublin 14.

 15th February 2016

Ms. S. Fox,

HR Administrator,

88 Harcourt Street,

Dublin 2.

Dear Ms.Fox,

I wish to apply for the position of Summer Intern as advertised on your website. I am a 3rd year UCD Business and Law student participating in an Erasmus programme (January-May 2016) in the University of Navarra, Pamplona. I am due to complete my studies in May 2017 and expect to achieve a high 2:1 degree.

I would like to participate in the Summer Intern programme because I plan to pursue a career which incorporates both business and law, both of which I am passionate about, in college. I believe an opportunity to work in ByrneWallace would offer me the opportunity to apply the knowledge I have already gained at college and apply it to real life cases because of the varied practise areas ByrneWallace work in.

I am particularly drawn to ByrneWallace because of how the firm has a strong focus on embracing new technology in order to meet their clients needs efficiently. I would like to work in such a progressive work environment where continuous professional development is a core component of the firm’s culture.

I think I would be a valuable asset to any team within ByrneWallace due to my experience of teamwork with the Sea Scouts, sports teams and especially my volunteering experience in India last summer. I worked as a teaching assistant in a group of three in a primary school and also lived with a large group: this taught me so much about team work, compromising, tolerance and loyalty. Living in a developing country has taught me that I can make positive changes through teamwork and achieve more than I possibly could alone.

I feel I am a strong candidate for the programme because I already have work experience in a solicitor’s office so I am familiar with a busy office environment. Furthermore, my part-time jobs in cafés has allowed me to develop my communication and people skills through dealing with customers daily. I know ByrneWallace seeks employees who are driven and have the ability to excel and I believe I possess these traits along with motivation, determination and a perseverance which would make me a suitable Intern in your firm.

Yours sincerely,

Ellen O’Duffy