198 Lower Kilmacud Road,

 Goatstown,

 Dublin 14.

 7 February 2017

Ms. B. Onslow,

HR Administrator,

ByrneWallace,

88 Harcourt Street,

Dublin 2.

Dear Ms. Onslow,

I wish to apply for Summer Intern Programme as advertised on your website. I am a final year Business and Law student and expect to achieve a first class honours degree in May 2017.

I am applying for the Summer Intern programme because ByrneWallace offers a wide range of practice areas incorporating business and law, both of which I am passionate about. The broad array of practice areas would also allow me to develop new areas of expertise, which I am interested in such as environmental law and litigation and dispute resolution.

Another aspect, which appeals to me, is ByrneWallace’s commitment to the continuous professional development of each employee, which would offer me a really challenging and interesting internship. I would like to gain experience in a firm where I am constantly learning and enhancing my commercial awareness. Despite being unsuccessful in the Trainee Interview, I am keen to apply for the Summer Intern Programme, especially following my observations from the Trainee Open Evening, which I attended last October, - the collegiate atmosphere amongst trainees and with staff, the support offered to all employees and the non-hierarchical environment, which ByrneWallace prides itself on.

Since my last application, I have achieved a first class honours in my Christmas exams, gained some additional professional experience and improved my interview skills. I was fortunate to spend one week in the VAT department in PwC where I developed my understanding of the varying impacts of legislation on all commercial transactions. For example, I had the task of assessing lengthy invoices in order to determine which transactions were liable for VAT. This experience exposed me to a new aspect of the law and I am very keen to obtain undertake a Summer Internship to experience new areas of the law.

I feel I am a good candidate for the Summer Internship Programme due to my strong academic achievements, my relevant work and teamwork experiences, as well as my personal attributes. I already have work experience in a solicitor’s office and a professional services firm so I am familiar with busy office environments and fast work pace. Furthermore, my part-time jobs working in hospitality have helped develop my communication and people skills through dealing with customers on a daily basis.

I also have teamwork experience as a leader with the Sea Scouts, on sports teams and while volunteering in India. Living in a developing country has taught me that I can make positive changes through teamwork and achieve more than is possible alone.

I am particularly drawn to ByrneWallace, an internationally recognised law firm, which offers a diversity of expertise based on a collaborative approach with commitment to the clients best interests.

I would like to pursue a career in ByrneWallace as I know that it would provide a challenging experience due to its progressive nature.

Yours sincerely,

Ellen O’Duffy