21st February 2020

Byrne Wallace,

88 Harcourt Street,

Dublin 2

Dear Ms Ciara Loftus,

I am in my final year of studying law at UCC. Being such a successful commercial firm, Byrne Wallace appealed to me as somewhere I would love to do a summer internship. I enjoy current affairs and studying company, income tax and financial services law. Dublin is a great city to have a career in law. There are so many multi-national companies who need legal advice, be it on mergers, acquisitions, insolvency or how to benefit from Ireland’s tax system. When speaking with Byrne Wallace employees at career fairs, the firm stood out as being somewhere I would love to work.

I am a great multi-tasker, diligent in everything I do and work well under pressure. I excel in all areas, even with a lot going on. For the first 5 months of 2019, I worked over 30 hours a week in 2 different jobs to fund my J1, while studying ‘full-time’ and coming 5th in my class academically. I also captained my hockey team during this period. This shows I will be assiduous with every task put before me and achieve great results across the board.

I work well both on my own initiative and as part of a team. During my J1, I often worked completely on my own in the open kitchen. I did stock counts and made the required amount of each product. This was a high level of responsibility. I was successful throughout summer in ensuring the shelves were always stocked to full capacity. I am a member of UCC hockey club. For the 2018/19 season, I captained my team. I enjoy training twice a week with the girls and playing a match every weekend. I have demonstrated my perseverance by playing the piano for over 15 years. At just 17, I successfully reached Grade VIII with the Royal Irish Academy of Music, the final student grade and my 10th piano exam, requiring daily practice. I have also received the Gaisce Bronze Award.

Regarding legal work experience, I am currently a researcher with IRLII. I read cases that were recently published and identify the search criteria so that they can be easily sourced on the website. I recently interned with Frank Buttimer & Company. This was a hands-on experience and I felt I was doing valuable work for the office. I typed up letters to clients and witnesses, using a Dictaphone. I’m a board member with the UCC Sports Law Clinic. We do pro bono work, providing information, drafting disciplinary procedures and helping players with red-card decisions, etc. I really enjoy putting legal knowledge to practical use.

I have worked part-tie throughout my degree in many varying roles, some of which are outlined in my CV. These jobs have led me to interact with so many different people, which I’ve learnt a lot from. I also enjoy volunteering. With St Vincent de Paul, I visited a primary school in a disadvantaged area on a weekly basis to help 4th class students with their homework. I work with Student Community Support, ensuring students’ safety on nights out.

I hope that I have demonstrated my suitability for your internship programme. Thank you for your time and consideration. I look forward to hearing from you.

Yours sincerely,

Emily Macilwraith