5 Auburn Heights,

Athlone,

Co.Westmeath

31/01/19

To Whom it May Concern,

I am writing to you in order to apply for the Summer Internship programme at Byrne Wallace. I am a final year Law with Philosophy student at University College Dublin. I was very excited to learn about this opportunity from the Career Development Centre in UCD.

As you can see from my CV, I have extensive experience that is relevant to the role of Summer Intern. An internship with Byrne Wallace would allow me to continue to develop my interest and commitment to commercial law while building on skills that I would need for a career in this field in the future.

I have worked in many firms, including law firms, in the past. During my time in these firms, I came to understand the importance of working in a company that valuable team work and commitment to client projects. This is one of the reasons I am interested in working with Byrne Wallace.

While studying in UCD, I had the opportunity to take classes on Company Law and EU law. These classes have sparked my interest in commercial law and business. This internship would be perfect for me as I would get to combine my academic passions with my interests in areas of law such as Foreign Direct Investment and EU Competition Law. By working with Byrne Wallace, I would gain first-hand experience of the role of solicitors in the firm. This would allow me to plan my future career in the legal world.

During my time working in PwC, I worked in Foreign Direct Investment. I became extremely interested in the business side of this area. Working with Byrne Wallace would allow me to understand the legal complexities within businesses. Furthermore, I would love the opportunity to work in areas in the firm which would allow me to explore my passion for EU law.

I have worked as an Intern in Mellotte, O’Carroll & Hogan Solicitors in Athlone and in PwC in Dublin. By working in these offices, I gained excellent communication and computer skills. My main responsibilities in both roles included drafting documents and briefs to clients and counsel. When working with Zuppler International, I was given extensive training on the switchboard and developed excellent interpersonal and communication skills. Through my work with both Zuppler International and PwC, I received extensive training on Excel, Word and Powerpoint.

As Byrne Wallace is known for excellent practice management and client services, I feel that by being a Summer Intern there I would be able to develop these skills to become a better legal practitioner.

Spending the summer with Byrne Wallace would allow me to see how solicitors can use their skills to tackle the most challenging issues facing businesses today. I believe my research skills and dedication to Byrne Wallace’s mission would enable me to be a useful and enthusiastic addition to your team.

I eagerly await your reply.

Kindest Regards,

Emma Sweeney