Ms Sinead Fox

HR Administrator

ByrneWallace

88 Harcourt Street

Dublin 2

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| 25 February 2016 |  |  |  |  |
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| **Re:** | **Summer Internship Programme** |

Dear Sinead,

I write to apply for position in ByrneWallace’s Summer Internship Programme. I am a senior freshman student undertaking a Law and French LLB (ling.franc) in Trinity College. I achieved a II.I grade in my junior freshman year (68%) and have been offered an Erasmus placement at the University of Strasbourg commencing in September. Alongside my studies, I am a committee member of the Trinity Badminton Club. In addition to representing the college at intervarsity level I am a team captain. In this capacity I liaise with the match secretary and the Badminton Union of Ireland in scheduling fixtures and submitting results. I am also a committee member of the French society responsible for organising weekly French conversation breakfasts.

My legal experience has not been confined to a lecture theatre. I have clerical work experience in the Court Services. I am also a keen legal writer. I have been published in the Trinity Law Gazette and have critiqued numerous legal articles as a member of the inaugural editorial board of this publication. I currently serve as the gazette’s social editor. My understanding of the demands of a fast-paced commercial environment was honed by my time in the marketing department of AXA Insurance Ireland. I was comfortable working to deadlines and presenting to senior employees as I created databases on the marketing strategies of competitors. Consecutive summers spent working with a team of leaders in Coláiste na bhFiann’s language camps have given me an appreciation of the necessity of communication and attention to detail when chasing a shared goal. I am equally experienced as a team leader. I recently lead a team of seven in my role as the Head Organiser of the 2015 Dublin Regional Conference of the European Youth Parliament. My team and I successfully handled the promotion and logistics of a three-day event attended by over 160 students, including several international officials.

My academic and commercial experience to date has driven me to pursue a career as a commercial solicitor. I am attracted by the ByrneWallace culture which allows talent to blossom and rewards excellence. I am motivated by the immense learning opportunity this position would grant me and am eager to test myself, particularly as part of your Data Protection Group. I am ultimately committed to becoming a trainee of this flagship firm and view a summer internship as the first step in this direction. I am available for interview at a time most convenient to you. Should you have any questions, please do not hesitate to contact me.

I look forward to hearing from you.

Yours sincerely,

Eoin Hennessy