49 Lower Dodder Road

 Rathfarnham

 Dublin 14

 21 February 2016

Dear Sir/Madam,

I wish to apply for a summer internship position with ByrneWallace as advertised on your website. I am a third year student of Business and Law at University College Dublin and expect to complete my studies in May 2017 with a 2:1 honours degree.

I have researched your website and your internship scheme and feel that I am a strong candidate for this programme.

I believe that the variety of work experience that I have pursued, coupled with my legal studies to date, ensure that I have a relatively firm grasp of what is required in a successful law firm. When working for Behaviour & Attitudes, my role involved conducting market research surveys over the phone and in doing so I leaned heavily on my skills of communication, persuasion, and attention to detail. I also developed an appreciation for the importance of formal training and adherence to strict working practices so as to achieve pre-determined targets.

As part of a working-holiday in Vancouver for the summer of 2015 I worked in a burger restaurant and was made manager after a number of weeks. Within this role I relied on my ability to multi-task, to communicate and to lead a team. I relished this leadership opportunity and enjoyed the added responsibility of challenging and motivating a team so as to achieve its goals.

I value co-curricular activities that I pursue just as much as my work experience and am keen to mention my extensive sporting background, particularly in hurling. A very special moment for me on a personal level was that of captaining the Dublin U17 team. My sporting endeavours ensure that I place great value on the qualities that can be learnt through competing as part of a team. Sport has given me great resolve, self-belief, and determination to pursue and achieve goals.

Life experiences away from the pitch have been very important in my development and those of note include my role as PR officer of the UCD French Society 2014/2015, Editor of the Gonzaga Record 2011, and my role in a house-building project that took place in Zambia in 2011. Each of these positions required skills of communication, organisation and critical thinking and ensure that I hold an appreciation for the undertaking and completion of projects.

I hope that I have demonstrated the drive, ambition, and confidence necessary for a challenging and engaging internship programme. I believe that I have the required skills and experience to make a tangible contribution to ByrneWallace.

I enclose a copy of my CV for your consideration and would be happy to answer any questions you may have so as to assist in the processing of my application.

Yours sincerely,

Eoin Prendergast.