

GILLIAN BURKE

Beth Onslow
HR Administrator
ByrneWallace
88 Harcourt Street,
Dublin 2

8th February 2018

Dear Beth,

If I had the opportunity to have a place on the ByrneWallace Summer Intern Programme, I know that I would enjoy the firm's dynamic working environment and would work excellently with the whole team. Your firm stands out to me because of its diverse set of expertise and dedication to client satisfaction, which is proven by its countless awards and glowing accolades. I believe I have attributes which would enable me to really work well at ByrneWallace. I am bright, enthusiastic and hard-working and I am consistent in my work - as illustrated by my CV. For instance, I received the UCD Entrance Scholar Award in November 2016.

Most of all I want to be a part of the culture at Byrne Wallace which really sets it apart – this culture, I believe, is one of responsiveness to change, collaboration and due diligence. I admire ByrneWallace's ethos – its strong commitment to Learning and Development and to Corporate Social Responsibility, whilst maintaining a competitive advantage. I am very involved in our family business at home and stemming from this, I have developed a strong business acumen. I believe that this would contribute to working towards my goal which is to be part of Byrne Wallace – a leading commercial law firm with a reputation for high performance, professionalism and giving quality, client-focused solutions.

I have a proven ability to take an analytical and systematic approach to researching and solving problems. I always work well in teams - be it sporting teams; academic project teams or work experience. I am a member of the UCD Sailing Team that travelled to Campione, Italy last August (2017). We competed at the Laser Performance Collegiate Cup on Lake Garda. This competition strengthened the comradery we have as a team and it taught me the skill of quick thinking; the benefits of strict communication and the importance of working together to achieve a common goal.

I believe that hard work and determination are paramount in achieving goals. I remain calm under pressure and am comfortable being entrusted with high levels of responsibility. I know a Summer Internship at ByrneWallace would present me with a most rewarding challenge. I want to gain a wealth of experience in the legal field this summer to better myself and hopefully make an impression at the Dublin office of ByrneWallace. I want to see if ByrneWallace is the place for me. I hope that I will be successful in my application for the programme.

Yours Sincerely,

Gillian Burke

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