66 The Meadows

Ballybrit

Galway

Byrne Wallace

87-88 Harcourt Street

Dublin 2

20th February 2016

Dear Whom It May Concern,

I am writing to you to apply for your Summer Internship at Byrne Wallace. I enclose my Curriculum Vitae for your consideration.

I am currently studying Corporate Law with Legal German, and I am averaging a 1.1 grade. I received a First Class Honours result for both Year One and Year Two to date. I have been ranked third in my class.

I am currently Treasurer of the NUI Galway Law Society for the forthcoming academic year. This is a dynamic and exciting role, which requires careful financial planning and close coordination with other society members and Law School lecturers.

In addition to my position as Treasurer of the Law Society, I was Legal German Class Representative for the academic year 2014/2015, and will be continuing in the role this year. This involved attending Language School departmental meetings and subsequently liaising with my German class colleagues. These positions show how I have developed a close working relationship with both lecturers and my fellow law students.

In 2010, I was a Galway Rose finalist. This involved becoming an ambassador for my county and engaging in many charitable activities and events. I formed a great relationship with the Rose of Tralee management committee, so much so that I returned as part of their recruitment team for the following year. I was very much required to use my own initiative to liaise with universities to host recruitment drives. Another crucial part of this role was to provide support to the participants over the course of the competition. This experience allowed me to significantly improve my interpersonal skills while furthering business relationships with local sponsors. Forming relationships comes naturally to me. This experience exemplifies my affability and my people skills.

A cursory glance over my employment history shows that I have developed strong communication and organisational skills which I also believe to be vital for a successful summer internship with Byrne Wallace, and make me a strong candidate for this position.

I would like to thank you for taking the time to consider my application and I look forward to hearing from you.

Yours sincerely,

Grace Kennedy