Hannah Judge

 1A Queens Park, Monkstown,

Co. Dublin

Beth Onslow

Byrne Wallace,

88 Harcourt Street,

Dublin 2

 5th February 2019

Dear Ms Onslow,

I am writing to apply for a position as an intern with Byrne Wallace.

I am currently studying for my final three FE-1 Examinations in March 2019 having passed five to date. I am a graduate of Law and Society (BCL) from Dublin City University with a 2.1 Grade.

I am interested in interning at Byrne Wallace as it is a well-established commercial law firm with a diversified client base. I believe that here I will be presented with an environment in which I will be continually challenged and which will therefore best aid my development.

To date I have a total of 16 month’s work experience in two practices:

* *Gordon Judge Solicitors*- Legal Assistant – www.gordonjudge.ie (15 months – September 2017 – January 2019),
* *Beauchamps Solicitors* – Legal Intern – www.beauchamps.ie (1 Month: July 2016)

**Gordon Judge Solicitors** is a small busy commercial law firm that specialises in Banking.

*Key Work Achievements:*

* Completing letters on behalf of the firm to other solicitors.
* Preparing applications to the Property Registration Authority.
* Preparation of outsourced standard security and bank account documentation for one of the leading banks.

**Beauchamps Solicitors** is one of Ireland's top full service corporate and commercial law firms.

*Key Work Achievements:*

* Social media research on a topical case.
* Assembling documentation for trial.
* Filing and being a person of assistance to everyone in the department.

These two firms have provided me with a good understanding of the workings and basic precedents of a commercial solicitors firm.

I trust that you will consider my application favourably and I look forward to hearing from you in due course.

Yours sincerely,

Hannah Judge