Sinead Fox,

HR Administrator,

Byrne Wallace,

87-88 Harcourt St,

Dublin 2

Dear Ms Fox,

I am a third year student studying  Law in UCD. I would love to complete a work placement with Byrne Wallace.

I consider Byrne Wallace to be a very prestigious and respected Irish Law firm. From speaking to trainees at the UCD Law Fair, I feel that Byrne Wallace is an amazing firm to work for and is full of opportunity. I would love to gain experience in a corporate firm with such a variety of departments and sectors. I understand that the Internship programme offered is of a very high calibre and it is an excellent way to achieve insight into the workings of a successful corporate law firm. I would love the opportunity to complete an internship with Byrne Wallace as I think it is an extremely dynamic and professional firm with high standards and a nurturing environment in which students can be challenged and realise their potential under the guidance of esteemed professionals.

I have been a member of the UCD Student Legal Service since first year, I have attended training sessions on Consumer Law, Professional Etiquette, Employment Law and Landlord and Tenant Law. I have also participated in our information clinics. In addition, I have held several roles of responsibility and of  leadership throughout my time in university. I was appointed Peer Mentor for the academic year 2014-2015, I completed communication workshops to prepare for my role. I was elected Equality Officer for UCD Kevin Barry Cummann, I attend officer board meetings weekly. I am also an Arts and Culture Contributor for *The College Tribune* which requires me to put myself forward to experience new things. I am a fast learner and adapt well to new environments.

 Through previous experience as working as a tour promoter, I have gained many skills. I often made presentations to staff and drafted a training booklet for the company which is still in use. I am committed and dedicated to my work. Through my experiences, I have developed strong written and verbal communication skills. I work well in a team and I have also held positions of leadership. I am highly motivated by a sense of duty to myself, my community and the organisation I work with.

Furthermore, I am extremely proactive. I have high expectations for myself and I am a determined individual as my previous employment had a heavy emphasis on sales and discipline under which I thrived and frequently surpassed sales targets. I am committed to my work and work well in a challenging environment.

I would love to be considered for an internship. I am available anytime for an interview.

Thank you for your time,

Yours faithfully,

Hannah Redmond