Dear Sir/Madam,

I would love the opportunity to take part in the Summer Intern Programme at Byrne Wallace as I have a strong interest in learning how a company at the top of the legal sector operates. Having studied a wide range of modules at university I would love the opportunity to learn more about the practical realities of working as a lawyer with one of Ireland’s top law companies and how the legal theory is applied and what the challenges are in practising different areas of law. I would like to experience different practise areas of the law world and see which of them I find personally most interesting as well as having an opportunity to try and contribute to tasks and projects. I am particularly attracted to Byrne Wallace’s broad range of practise areas. I would relish the opportunity to have my skills and qualifications make a difference with Byrne Wallace.

Studying Law and Business generated a focus on developing a high level of analytical skills and required precise abilities in research and pertinent information gathering and collating. I also possess good writing skills - obtaining the top grade in my final state examinations in English and completing many legal essays to a high standard throughout my undergraduate course, including five essays in my sophister years achieving first class honours. Particularly beneficial from studying both law and business are the dual insights it provided and the opportunity for different perspectives in law and the competing interests at play when the client is a company. This was further supplemented by studying modules like Company law and EU law as well as from a business perspective, Business in Society, which offered a broader conception of the role of business in society generally.

I also learned French to a high standard for six years and have a good level in the language. I have a high level of computer literacy that I could apply proficiently to the relevant tasks at hand, having taken computer courses and using different computer programmes regularly through university. Completing a large number of essays at university refined an ability to work well independently while I am also comfortable working as part of a team. My teamwork and organisational skills have been strengthened by playing team sports and working successfully on various group projects throughout university. This has also helped me acquire good communication skills.

My previous work experience was as a receptionist and administrator with a dental practice. This has taught me some very useful skills. Tasks included organising a chart system for patients, receiving patient calls and accommodating them suitably for their problems and efficiently for the practice, engaging with government services to put into effect the operation of different benefit schemes, working effectively with other members of staff to ensure all patients are dealt with well and receive the treatment they need, responding appropriately to patients in distress, both in person and on the phone and dealing with people on a daily basis who have a varied range of needs and requirements. In addition I also had the responsibility for managing the account books of the practice.

I would really value the experience this internship with Byrne Wallace would offer and the insights it would provide for a career in this area. Thank you.

Kind regards,

Harry McHugh