

**Beth Onslow,
HR Administrator,
ByrneWallace,
88 Harcourt Street,
Dublin 2,
D02 DK18.**

6th February 2017

RE: ByrneWallace Summer Internship 2017 Application

Dear Ms. Onslow,

I am a third year law student studying at University College Dublin and I am writing to apply for a place on the Summer Internship Programme with ByrneWallace.

I would like to undertake an Internship at ByrneWallace as it would provide me with an appreciation for what might be involved in pursuing a career in law at one of Ireland's largest and most prestigious law firms. I am also attracted by the calibre of work done by ByrneWallace. The firm's strong industry presence provides an intriguing insight into a multitude market-leading transactions, while the firm's wide variety of practice areas and sector focusses presents the best possible opportunity to participate in a multitude of challenging and engaging work. The firm's unprecedented reputation as one that provides exceptional legal advice in a manner that is both client-focused and innovative is commendable and certainly a motivating factor for my application. Having been recognised as Law Firm of the Year 2016 at the Irish Law Awards, it would be a privilege to gain experience from such a well renowned, highly regarded firm. Furthermore, the firm's supportive structure and sense of collaboration truly sets it apart from its peers. I believe that I will thrive in an environment which supports learning, development and teamwork to such a high degree.

I believe that I could contribute significantly to the work of your office while strengthening the skills I will need for a future career in law. During my time at UCD, I have undertaken a number of summer jobs and internships and while working in these roles, I have sought to contribute as much as possible to the team on which I worked and to excel at whatever task I was asked to complete. While undertaking a legal internship at James D. Aitken & Co. Solicitors, I was responsible for aiding in the coordination of a busy office. I assisted in drafting legal documents, carried out legal research and assisted in preparation for trial. During the course of my internship, I was regularly praised by clients and visitors to the office for my helpfulness and friendly disposition. Furthermore, upon completion of my internship, I received excellent feedback from my employer regarding my ability to be present, attentive and communicate information effectively. While undertaking an in-house legal placement at SMBC Aviation Capital, I demonstrated diligent attention to detail in reviewing legal documents related to the proposed issuance of unsecured notes by a subsidiary of SMBC. I was required to proofread and amend any errors contained within the

documents prior to filing. I was commended by senior management for my thoroughness and accuracy in completing this task.

My non-legal work experience has also been helpful in developing transferable skills that will be useful in pursuing a career as a solicitor. I spent three months working as an onsite representative on behalf of Eirtech Aviation at Barajas Airport, Madrid. I worked alongside a team of aircraft engineers producing the historic maintenance records for two Airbus A320 aircraft. I assisted in facilitating weekly conference calls, liaised with Iberia maintenance staff regarding ongoing project management through Spanish and facilitated onsite meetings between all parties. I was commended by both my manager and co-workers for aiding my team in completing the project in advance of the deadline by maintaining a positive attitude and encouraging a cooperative atmosphere. While working at Immerse Beauty Clinic as one of a small team in a busy salon, I gained a great deal of experience in assisting clients. This involved making appointments both in person and over the phone as well as advising customers as to products available for sale at the salon. I developed the ability to be both efficient and informative while handling a variety of different tasks at one time.

In essence, I am a hard working, driven individual who is motivated by challenges and I believe that undertaking a Summer Internship with ByrneWallace will be a great foundation for a successful career in law.

Thank you for taking the time to consider my application and should you have any further questions, please do not hesitate to contact me.

Yours Sincerely,

Hayley Dowling