ByrneWallace,

88 Harcourt Street,

Dublin 2,

Dublin.

12th February 2018

Manager of the Trainee Programme,

I am writing to you to apply for the Summer Intern Programme at ByrneWallace. My name is Hazel O’Leary, I am a final year student of Business & Law (BBL) in University College Dublin (U.C.D) and would love to become a member of the firm. ByrneWallace is one of Ireland’s largest law firms, which is dedicated to the protection and promotion of clients' interests through the provision of expert legal services with a reputation based on proven professional skills, making it an obvious choice for any budding solicitor.

A proven internship program coupled with opportunities to advance and practise in many different areas of law makes ByrneWallace particularly appealing. As a predominant Irish law firm, I know that I will have access to the best possible resources and guidance from the highly qualified employees at ByrneWallace, which will enable me to excel in performance and further my negotiating, legal writing and presentation skills. I wish to pursue a career in law as I do not want a monotonous job, and I find that the law is ever-changing and no case is exactly the same. I enjoy learning and with a career in law, there is no exhaustive list of things you need to know to be successful. It is essential to be commercially aware and keep up to date with current affairs to make sure you are providing the best professional service you can to your clients.

ByrneWallace has a vast range of practise areas which make it even more appealing. I have a particular enthusiasm for the law of technology, a specialism for ByrneWallace. I have a natural ability with IT and computer software, and would love to apply my abilities to a career in law. I find it extremely interesting how the law has to keep up with the fast paced evolution of the technology and pharmaceutical industries, especially in Ireland since so many large corporations like Apple, Facebook, Pfizer etc. locate their operations here as a result of the corporate benefits, such as low tax rates. In addition to this, I would love to see first-hand how as a progressive law firm, ByrneWallace deals with the rise of new innovations like crypto-currency and inventions such as drones, laws for which do not exist yet. Moreover, I would love to be part of the team for the incoming of the GDPR in May, as the first and only large Irish law firm certified with ISO 27001, the internationally recognised standard for information security management – ByrneWallace will maximise my understanding and knowledge of the new regulations.

What can I give back to ByrneWallace? Working as part of a law firm requires someone who is hard-working with excellent judgement and all round team player. I believe that from my experience I have built up these qualities and skills which make me suitable for a career with ByrneWallace. I have always worked part-time throughout university, and as my course workload increased each year, it taught me to be more and more time efficient. I learned how to work smarter. I organised and prioritized my work according to deadlines, which enabled me to earn money whilst progressing my college education and maintaining a social life.

I have played camogie for as long as I can remember, I played inter-county camogie for a number of years which I was extremely dedicated towards. I love playing team sports as I find the rewards are far more fulfilling when they are shared with a group of people who you have worked hard with for a long time to achieve a common goal. As a captain for our team, I had to demonstrate qualities of leadership and motivation towards my team through communicating effectively and ensuring everyone’s opinion was taken into consideration.

Someone who can work off their own initiative is significantly important in any career. From my training as a qualified lifeguard, I have established an inner-confidence to act off my own initiative. At each training session, we would be faced with an emergency mock situation in which someone was drowning or injured. This educated me to pay attention to all circumstances and to analyse a situation quickly and come to an educated and practical solution under very high pressure circumstances, skills which are necessary to be a valuable asset in any law firm.

To conclude, I would greatly appreciate the opportunity to begin and continue a long and successful career with ByrneWallace. Following on from a summer internship, I wish to start a traineeship and complete my FE1’s as I am graduating this year. All the benefits with the summer internship are echoed within the firms traineeship program, especially regarding the firms open door policy and being able to interact and work so closely with a partner to maximise my personal and learning development.

I thank you for your time and consideration for reviewing my application, and I look forward to hearing from you soon.

Yours Sincerely,

Hazel O’Leary.