To whom it may concern,

I am a third-year Law with Social Justice student at UCD and I hope you will consider me for your summer internship programme. I am seeking a position for this summer that will enable me to draw from my legal abilities to date. Your organisation is particularly appealing to me because of Byrne Wallace’s proud mandate of working first and foremost towards supporting, promoting and protecting your clients, as well as being committed to recruiting and work alongside he most talented lawyers. As one of Irelands largest law firms and as the winners of many very prestigious legal awards recently, the opportunities, resources and contacts, that Byrne Wallace could provide me with, would be invaluable and greatly enticed me to your firm. Furthermore, I would greatly value this opportunity to work with and learn from the experiences, and unrivalled talent, of your trainees, associates and partners.

From my CV, you can see that I have previously done work experience in a solicitor’s office, where I had the opportunity to listen in on client briefings, go through old civil and criminal case files, as well as the chance to attend numerous court sessions in both civil and criminal cases, in the District and Circuits courts. I found this experience an importance introduction into how practising solicitors work and it solidified my desire to gain experience in a bigger Law firm, with more areas of expertise.

I also, through the whole of last summer, was working in my part-time job as an Office Administrator, to earn money for spring/summer semester abroad. I am currently studying at Uppsala University, in Sweden from January to mid-June, where I already am in love with completely immersing myself into a new culture, a new legal system and becoming completely independent. I chose Uppsala, not only because of the prestigious reputation its law school has, but also because of the more interactive approach taken, at the Law School, towards students, and because I have never been to Sweden before. I love learning and experiencing new things. I believe this is an important quality to have and would prepare me for a summer internship at Byrne Wallace; as the law is constantly new and challenging and you always have to be prepared to meet the next task.

In my part time job as an Office Administrator I have been given more and more responsibility and have developed strong people and communication skills, dealing with suppliers, management and customers. I pride myself in my attention to detail, analytical and problem solving skills which have become indispensable in my three years doing law in UCD and are the reasons why I would be well suited to do a summer internship in Byrne Wallace.

My other areas of interests include ethical and sustainable fashion and human rights. I have a long-standing commitment to human rights issues and social justice, which has been heightened through the course of my Law with Social Justice degree. I was an active member of the UCD for Choice last year. It was very exciting, in such an historic moment in history, to be actively taking part in the rallies, campaigning and also registering people to vote coming up to the referendum. My minor in Social Justice has also given me a different perspective and has enabled me to see different circumstances from new angles and in different lights, which has further helped me generate new thought processes and out of the box ideas.

From my research, I know that Byrne Wallace has many areas of expertise including: Employment Law, Freedom of Information, Child Care Law, Corporate Crime, Environmental Law, Health and Social Care and Life Sciences to name a few. These practise areas are all of great interest to me and has further lead me to the conclusion that I would be well suited at this firm.

I am a logically orientated person who works well with numbers on one hand but I am also very creative and approach problems and new situations in innovative ways. I believe that my interests and skills are well-suited to the work of your office, and a chance to gain experience as an intern in your office would provide an instrumental introduction into the daily life of your trainees, associates and partners. I would welcome the opportunity to discuss a summer internship position with you further.

Your sincerely,

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