

Julia Helmore
7 Spezia Road
NW10 4QJ
London

Byrne Wallace
87-88 Harcourt Street
Dublin 2
Ireland

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RE: Summer Internship Programme

To whom it may concern,

I am writing to express my interest in securing a position on the Byrne Wallace Summer Internship Programme. I have completed all eight FE-1 exams and I am currently based in London. I work as a paralegal at Travers Smith LLP, a leading corporate, financial and commercial law firm with over two hundred lawyers. I am keen to maintain and develop the high standard of work and training that I am now receiving, and for this reason I am drawn to the programme offered by Byrne Wallace.

My time working in London has allowed me to gain invaluable, practical legal experience and has given me the opportunity to develop my legal writing, analytical and research skills. To date I have carried out work in relation to tenders and pitches, commercial agreements and corporate governance. I work in an environment where huge emphasis is placed on the importance of teamwork and providing a high quality service to clients. I have become accustomed to working in a fast-paced environment with the ability to prioritise and balance multiple tasks. In my role as a paralegal, tasks typically carried out range from reviewing proposals for upcoming client pitches, to drafting and analysing legal documentation. As highlighted on my CV I have also addressed client concerns on a number of legal matters.

Having spent over a year in London, my confidence and ability to build and maintain collaborative working relationships, both with internal and external parties, is highly developed. Working in the City has captivated me and made me strive to be an excellent team player with the ability to motivate other members of the firm. My time working in one of the world's hubs of international finance and commerce has allowed me to undergo significant professional and personal development. Working in both the Irish and UK legal sphere has provided me with a commercial perspective on the various aspects of law.

The success of Byrne Wallace is consistently acknowledged in Ireland and internationally, as illustrated by the growth of the firm in recent years and by the title of Legal 500 Top Tier Firm. The level of training provided during the internship, along with the firm's dedication to ensure that interns receive the best possible commercial experience, leads me to believe that Byrne Wallace is the firm where my career goals could best be achieved. I am confident that my experience, outgoing personality and hard-working attitude would enable me to uphold the firm's values and make a very worthy contribution. I would greatly appreciate an opportunity to discuss the possibility of securing a place on the Summer Internship Programme. Thank you for your consideration.

Yours Faithfully,

Julia Helmore