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28/01/2019

Byrne Wallace,  
88 Harcourt Street,  
Saint Kevin's,  
Dublin 2.

Dear Sir/Madam,

I am writing to apply for a Summer Internship Programme in your law firm. I am currently in my third, and final year of Law in Dublin Institute of Technology. I have decided to apply to Byrne Wallace as it one of Ireland's leading law firms, which gives me the opportunity to experience a diverse range of practice areas.

I wish to pursue a career in Byrne Wallace as I am of the opinion that I have the skills and life experience necessary to excel in your firm, and to meet and exceed the standards you would expect of a Summer Intern. My degree programme, with its interactive approach, has developed my skills; I have learnt to communicate effectively, to present and speak publicly, to work in groups and to think creatively. I am an organised and strategic worker, with an ability to manage my time efficiently. I am driven and thrive off setting goals and dedicating myself to reach them.

To date, my experience in the working world has engaged and developed these skills. Through my work in the service and retail industry I have learnt to satisfy clients, to deal with difficult clients and to be patient and understanding at all times. I have an ability to keep a level head and to take orders from managers in often stressful situations. From my broad range of work experiences I have learnt the essential ingredients to a successful business, and have developed a commercial awareness.

As a resourceful, creative and relentless worker with a strong knowledge of law, I believe that I would be a beneficial addition to your firm. My current grades stand at a 2:1 and I aim to finish my degree with a high Second-Class Honours.

Last summer I completed an internship in Murray Flynn Maguire which is a significantly smaller firm than Byrne Wallace. While interning in a smaller firm has its own advantages, the formal training resources available at Byrne Wallace are second to none and would provide me with a solid foundation with which to begin a career in law.

I would like to increase my legal knowledge and to immerse myself in the environment of a law firm. I could contribute to Byrne Wallace by giving the firm a student's perspective. I would greatly appreciate an opportunity to participate in your Summer Internship programme as I am sure that it would be hugely beneficial to me in my pursuit of a career as a solicitor.

I can be contacted at the above phone number or email at any time. Thank you for taking the time to consider my application and I look forward to hearing from you.

Yours Sincerely,

Jack Flynn