Mr. Jack Hayden

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Head of the Trainee Programme,

Byrne Wallace

Dublin

2 February 2017

Re: Summer Internship

To whom it may concern,

I am writing to express my interest in the upcoming Summer Internship programme with your company. I am currently a third year Business and Law student in UCD. During the course of my two and a half years in UCD I have developed a keen interest in the area of Law in particular. I believe in the mission of Byrne Wallace and would be excited to be an intern within your organisation. I believe an internship with your firm would allow me the opportunity to experience real life situations in which I can put my knowledge of the law to good use, and learn to navigate around a constantly evolving legal system.

I believe Byrne Wallace would provide me with the platform to further my learning and development in the various areas of Law. From carrying out research on your company I believe the firms’ professionalism and culture would allow me the opportunity to develop my legal skills and propel me towards a career in Law. The friendly and inclusive atmosphere in your firm appeals to me, whilst the values of your company including integrity and performance encapsulate my desire to develop my legal expertise and surround myself with those persons of a similar mind-set.

The reputation which Byrne Wallace possesses is a large part of why I would like to become an intern in your company. Being one of the largest firms in the country I believe it would provide the broadest and most fulfilling opportunity to engage with and learn from current partners/solicitors in the firm. The opportunity to learn from those persons who possess vast experience in the various areas of Law is very appealing and I believe I would excel given such an opportunity.

I am an outgoing, friendly and enthusiastic person with a competitive drive to succeed. I have a keen interest in Law and would love the opportunity to become an intern with your company. I have played and achieved numerous sporting accolades in the past and I have the motivation to push myself and show initiative to complete a task. Given the values your company possess, I believe I would be a very suitable fit in your organisation.

I believe that I possess the necessary skills, desire and drive to be a strong intern in your company. I have attached my CV and I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Jack Hayden