44 Avoca Avenue

Blackrock, Co. Dublin

A94 XF88

Byrne Wallace

88 Harcourt Street

Dublin 2 28 January 2018

To whomever it may concern,

I write to you in the hope of securing a place on the Byrne Wallace summer internship programme.

Byrne Wallace is one of Ireland’s premier corporate law firms - one need only look at your prestigious accolades from various respected bodies to see this. You are a pioneer in the Irish legal landscape, striving to achieve ever-higher standards through their Lexcel accreditation and ISO 27001 certification. Furthermore, you have acted for many high-profile clients, including NAMA, US Oil & Gas plc, and the HSE, and have been recognised as Ireland’s top legal advisor to the public sector. I am greatly interested in politics and the way governments operate, and as such I greatly admire Byrne Wallace’s extensive administrative law practice. It is apparent to me that Byrne Wallace would provide an excellent atmosphere in which to train as a lawyer, as well as opportunities to succeed at the highest level of the legal profession.

I believe I would be a suitable candidate for a place on the summer internship programme due to my academic ability, work ethic and ability to work well in a team. My academic ability is clearly demonstrated by my maintenance of a first-class honours in my degree so far, my Brian Farrell Medal from the UCD School of Politics, and my Leaving Certificate results that earned me an Entrance Scholarship into UCD. My academic results also demonstrate that I have a strong work ethic, although this is better illustrated by my work as a committee member of the Literary & Historical Society (L&H), one of Europe’s largest student societies. I organised a comprehensive 12-week debate training programme, involving guest speakers from within UCD and outside, largely on my own as my fellow Training & Development Officer was unable to devote much time to committee activities due to other commitments. This was an ambitious and difficult task, but through hard work I succeeded in organising a programme that was enjoyed and appreciated by many new speakers and commended by the former UCD debating coach.

As my time in the L&H demonstrates, I am passionate about doing the best job I can in everything I put my mind to, and as such I would throw my energy into work at Byrne Wallace, as well as the firm’s corporate social responsibility commitments and activities. Furthermore, I have consistently shown that I can work well in a team environment, both in the L&H and in my work as a paralegal in Matheson last summer. During the latter, I worked efficiently and diligently at a variety of tasks, including legal research, clerical tasks and checking court transcripts to find quotes that would reinforce the submissions for an appeal being pursued by the firm. I worked well with the rest of the team in the Litigation department and received positive feedback about the accuracy and high quality of my work.

I would be delighted to have the opportunity to experience an internship at Byrne Wallace, and I believe that the qualities I have demonstrated in my academics, society activities and work would serve me well and enable me to perform to a high standard at the firm. I have the academic ability to keep up with the complex legal problems on which the firm advises its clients, the work ethic to put in the hours necessary to fulfil deadlines, and the ability to work well with others in a team environment. I want to continue striving to achieve the highest success possible in my career, as I have endeavoured to do in my academic work, and I believe that Byrne Wallace would provide the training and professional environment necessary to achieve this goal above any other firm.

I hope that my application will be successful and look forward to hearing from you if I am successful.

Yours faithfully,

Jack Heron

Third Year, BCL Law with Politics

University College Dublin, Belfield, Dublin 4

Student #: 15330721

Mobile #: 0868245419