1st Feburary 2018

Beth Onslow

HR Administrator

ByrneWallace

88 Harcourt Street

Dublin 2

Dear Ms. Onslow:

I am writing to you to apply for the position of summer intern at ByrneWallace, as advertised on the ByrneWallace website. I am a final year business and law student at University College Dublin, expecting to graduate with a 1:1 and intending to pursue a career as a solicitor in corporate law. I believe that my creativity, discipline and reliability as both a student and a worker make me a suitable match for ByrneWallace.

ByrneWallace has consistently presented itself as one of Ireland’s most successful and prestigious law firms. It would be a tremendous opportunity to gain experience within such an established firm, and I would cherish the opportunity to be able to speak to some of the most skilled solicitors in the industry. My prior work experience within the legal industry, coupled with studying both business and law at university, has confirmed for me that commercial law is the path which I wish to take in my career. I am eager to receive the best training within the industry, and I am confident that ByrneWallace provides exactly this.

I feel that my consistency in achieving strong academic grades reflects my dedication to continuously delivering results. I pride myself in being reliable, hard-working and forward-thinking. My previous work experience within the service industry has further equipped me with a unique set of social, communicative and teamwork skills which are well suited for working in a large law firm. Delivering and maintaining a high standard of service is very important to me, and over the years has become second nature to me.

It would be an invaluable experience to be able to intern at ByrneWallace, and I am extremely interested in being part of the firm’s future. I thank you for taking the time to read my application and I hope to be able to speak with you in person about my interest in this position.

Yours sincerely,

Jade Du Berry