Croithlí

Gaoth Dobhair

Letterkenny

Co. Donegal

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ByrneWallace

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Dear Recruitment Manager,

I am writing to apply for the role of Summer Intern at your firm. I am graduating in Law with Politics from University College Dublin this summer and am excited by this opportunity to undertake an internship with your accomplished firm. Having spent last summer working in a Top Four accounting firm I realised that I loved the corporate environment and the competitive nature of it but I also realised that accounting was not an avenue that I wanted to pursue. This year I am determined to test out the legal waters and to apply what I have learnt in college and to utilise the skills I have developed in such an environment.

ByrneWallace is a stellar and ground-breaking firm. What sets ByrneWallace apart from the rest is their sense of integrity and their reputation for and commitment to excellence. From speaking with your trainees and solicitors at your stand at the UCD Careers fair they spoke highly of the approachable and friendly aura which permeates through every aspect of the firm and its work. On a personal note, I not only want to be a part of a firm, I want to be a part of a community, one which is as diverse as it is inclusive and I believe ByrneWallace’s unique culture and collaborative nature is the best place for me to begin my journey in the corporate legal world.

An aspect which has attracted me to this internship is ByrneWallace’s reputation and its international clientele. The opportunity to gain valuable and real world experience at a firm with clients from all around the globe is one not to be passed. Currently with my work with Enactus UCD (social entrepreneurship society) as their advisory board liaison officer I coordinate the meetings of the board which are made up of twelve business advisors from across a range of sectors and disciplines. By chairing these meetings it has instilled great confidence in my ability to lead and to communicate ideas effectively. Indirectly, I have gained a wealth of commercial awareness from these advisors. It is rare for a young adult to have access to business professionals from companies such as HSBC, KPMG, and Bank of Ireland.

While not only completing a challenging course, I have held many onerous positions in college societies thus showing my multitasking ability, commitment and drive. In college I have shown my desire and commitment by being a part of An Cumann Gaelach (Irish language society - the second oldest society in UCD). As auditor, I oversaw the entire overhaul of the society which involved a full rebranding of its image and of the way it presents its events. The fruits of my fantastic committee and I’s work was winning two national awards and winning over €3000 for the society, something the society had not experienced since 2011.

As auditor of a 1,000 member strong society it taught me the importance of having a strong team working alongside you and being able to create an environment that allows them to play to their own strengths and to ultimately complement your work. This not only helped me to cultivate key teamwork and leadership skills but has also given me strong relationship management skills. Being an auditor of a society and still securing a First in my exams is the best illustration of my effective time management and organisational skills which is something I am excited to bring to ByrneWallace.

During my time at UCD I was lucky enough to be able to choose modules outside of my course. I used this as an opportunity to learn invaluable skills. I took modules in Creative Thinking, Project Management and Leadership, and I am now taking a module on Design Thinking in Innovation. In relation to the latter, I am very interested in exploring the possibility of applying design thinking to legal problems. These modules have given me an outlet to think entrepreneurially and to be able to shift my mind-set from one which was problem focused to one which is solutions oriented. LawTech is disrupting the market and innovation is key to not being left behind. Innovation and technology should not be a word which strikes fear into lawyers. I am glad that ByrneWallace is embracing technology and ensuring that it offers its international clients the best in cutting edge service.

I hope I have expressed to you that I possess all the necessary skills and experiences for this role and I would love to expand on the material in my CV and cover letter and to answer any questions you may have at interview. Best of luck with recruitment as I am sure this is a very hectic time for all concerned.

I look forward to hearing back from you in the near future.

Yours sincerely,

Jamie Mac Uiginn