Ms Sinead Fox

HR Administrator

ByrneWallace

88 Harcourt Street,

Dublin 2.

24th February

Dear Ms Fox,

By way of introduction my name is Joanna Crowley and I am a final year BCL (European) student at University College Dublin. I am writing to you to apply for a position on one of ByrneWallace’s summer internship programmes. An internship with Byrne Wallace would give me invaluable insight into the fast paced world of a one of Ireland’s leading commercial law firms and really enable me to get an understanding of the day to day life of a trainee working in ByrneWallace.

During my time at UCD I was fortunate to take part in the Commercial Law study visit to London where I visited the offices of a number of leading London law firms. From this experience I was exposed to the work of market leading law firms who operate on a multi-disciplinary level. This inspired me to therefore apply for an internship with ByrneWallace, a progressive firm that is at the forefront of some of the most important deals with major clients such as Teamer whom you advised last November on the acquisition of Club Website Ltd.

Furthermore ByrneWallace is known for their commitment to their clients and as such was recognised for excellence in client service at the International Client Choice Awards. This acknowledgement is a testament to the firm’s dedication to effectively representing their clients in order to meet their business needs, something that is particularly important given the dynamic and diverse nature of the law. In this regard I believe and internship with ByrneWallace will afford me the opportunity to not only develop my legal skills but also build on my interpersonal skills, skills essential for any successful commercial solicitor.

In terms of what I can contribute to ByrneWallace; I am an extremely dedicated, ambitious and hard working person and thrive in situations where there is a lot to achieve. I understand the importance of client requirements and work well in a group environment, which is crucial to achieve the most effective solution for clients.

I would love the opportunity to participate on one of ByrneWallace’s Internship programmes, to work in a firm that is open and friendly and help me learn in a supportive environment. I look forward to hearing from you in due course.

Yours sincerely,

Joanna Crowley.