85 Altan Apartments

Western Distributor Road

Knocknacarra

Co. Galway

6th of April 2017

To whom this may concern,

I would like to propose my candidacy for the summer internship programme that you have advertised.

I am a recent NUI Galway LLB graduate boasting a strong work ethic and impressive academic record. Last year I worked as a Legal Assistant in a busy family law firm, while also tutoring with the law school of NUIG. I can confidently affirm that this experience has fuelled my desire for law and my ambition to qualify as a solicitor. With a determination to achieve this goal I have been successful in passing all eight FE-1 examinations.

I recognise the internship programme at Byrne Wallace as a great opportunity to get a detailed insight into how a large commercial firm operates. In addition, the opportunity to work with excellent and experienced legal practitioners who are recognised as leaders in their respective fields is undoubtedly a major appeal. If I were to be offered the internship at the company I would be excited to participate in the tailored learning programme and to engage with my fellow interns in the Firm’s sports and social events.

I stand as the ideal candidate for the internship at your firm, having completed all perquisite FE1 examinations and carrying other academic accolades. I have used my experience working in one of Ireland’s most respected international insurance companies to enhance my configuration skills and analytical approach to business. The insight I have into the insurance industry and my recognised APA qualification would appear to fit nicely with the company’s engagement in the debt capital markets. Overall, I feel that the summer internship programme you offer would be the ideal platform for me to portray these skills and to gain exposure into the operations of a large commercial law firm.

In short, I believe that your internship programme would be the perfect place for me to gain an insight into a large commercial practice and hone my skills that could contribute substantially to the work of your office.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Yours Truly,



Joanne Costello

BA, LLB, APA