To whom it may concern,

I write to you in response to the vacancy posted on your company’s website, seeking applicants for a Summer Internship position. I am currently studying a Level 9 Postgraduate Diploma in Law in Dublin Institute of Technology, having graduated with a 2.1 B.A. Honors Degree in Sociology and Social Policy from Trinity College Dublin in 2016. During my studies I have developed a practical understanding of the various social science disciplines such as economics and politics, as well as specialised areas such as family and welfare policy, criminology and the effects of poverty and inequality. I am passionate about law and the changes that it can bring in regard to public policy.

Throughout my Undergraduate Degree I have ensured that the core law subjects, including Introduction to Law, Aspects of Irish Law in a European Context, Public Interest Law and Public International Law were part of my studies. Currently, as part of my Postgraduate Course I am being examined on Company Law, Property Law, Tort Law, Equity and Contract Law. Other lectures include Criminal Law, European Union Law and Constitutional Law.

The Summer Internship position with Byrne Wallace appeals to me for many reasons, but particularly due to the areas of law that Byrne Wallace provide services in. I am particularly drawn to Administrative Law, Child Care Law, Data Protection, Employment Law and Health and Social Care. My diverse background and my undergraduate degree in Sociology and Social Policy would make me an ideal candidate to apply my skills within these areas.

Last year I held a client based role when I worked as an Adult Education Ambassador for Soilse rehabilitation centre in Dublin city centre. My role with Soilse was focused on creating personal relationships of trust with clients to help them achieve their goals. I worked closely with a partnership of key workers, developing care plans for each individual client, tailored to their individual needs. The role included providing post course completion support for participants who aspired to progress to higher education. The provision of this support involved meeting participants on a one to one basis, and providing advice, guidance and support to allow participants develop a plan for moving forward. During my time as an Ambassador I was also involved in speaking to groups in other facilities in Dublin city, such as Seetac and highlighting the many benefits of education as a means of addressing the many barriers faced by the unemployed and marginalised. My time with Soilse allowed me to develop my interpersonal skills as well as my innovation and problem solving skills.

I feel that the Internship position with Byrne Wallace would allow me to further develop these skills but in the legal field. The position would also allow me to further develop myself within a legal setting and help in my understanding of many of the current concepts I am studying in my Post Graduate diploma.

I also worked as a Trinity Access Programme (TAP) Ambassador. This involved being a role model for Students and also helping to raise the educational aspirations of younger students. The role allowed me to engage with the wider city community and education sector through volunteering. During my time as a TAP ambassador I was also involved in delivering public information sessions and talks at corporate and college events.

I have developed essential administrative skills whilst studying for my Degree and further advanced these skills while working as a Tax Intern with Grant Thornton. I am proficient in software including Microsoft Word, PowerPoint and Excel, and Tax and Accountancy related programmes such as Microsoft Dynamics GP.

Having researched your organization I feel I am a suitable candidate for the role currently advertised. I am confident that my varied background and diverse education would enable me to make a positive contribution in this role and ensure that it would be a mutually beneficial partnership. I am available for interview at your convenience and would be grateful if you would consider me for the role. I look forward to hearing from you,

Yours sincerely,

Justine Halpin