Kate Heffernan

Robertstown,

Ashbourne,

Co. Meath.

Ms Sinead Fox

HR Administrator,

ByrneWallace,

87-88 Harcourt Street,

Dublin 2 22nd February 2016

Dear Ms Fox,

I am a third year law student at Trinity College with a strong academic record and many extra-curricular achievements. After working in a law firm and a commercial transport office, I am keen to pursue a career as a solicitor as I feel this profession would allow me to apply my legal skills in a very stimulating way. I would be very grateful if you would consider me for an opportunity to take part in the ByrneWallace 2016 Summer Internship programme.

I received a 1.1 in my most recent exams and placed joint 6th out of my class of 99. My ability to grasp technical legal concepts coupled with my capacity to write in a clear and succinct manner has helped me to achieve 70% or more in all of my major essays and strong results in modules such as land law (73%) and contract law (70%).

I have previous experience working in the firm of William J. Brennan & Co. Solicitors which confirmed for me that I would like to pursue a career as a solicitor. I found it very interesting to observe how the role of a solicitor would allow me to use my research, analytical and argument formulation skills to resolve legal problems and thereby facilitate the business success of clients. By shadowing solicitors at legal advice clinics, I have also gained exposure to the appealing client-facing aspect of the profession which would allow me to employ my interpersonal skills.

My other office experience has helped me to develop further skills that I hope could be of use to you in your firm. For example, I worked at Primeline Sales & Marketing where my team was responsible for ensuring that orders for fast moving consumer goods were delivered to high profile clients by tight deadlines. This experience widened my commercial awareness and helped me to develop my ability to work calmly under pressure.

I have also enjoyed being involved in extra-curricular activities throughout university and am currently secretary of the Trinity Free Legal Advice Centre. I am very dedicated to this society and have contributed to research projects, organised panel discussions and observed lawyer-client interaction at legal advice clinics. In addition I have gained excellent teamwork skills from playing with several Ladies GAA teams including the Meath U-21 team.

I am particularly drawn to interning with ByrneWallace for several reasons. After studying Employment Law this year, I am keen to explore the possibility of pursuing a career in this practice area as it is one which I found highly interesting. I would be excited to gain an insight into the work of your firm’s ‘Employment Team of the Year 2015’ and the clearly very high quality of work this team engages in. In addition, since participating in a mooting module, I also have a keen interest in litigation and the pre-trial process. I would be fascinated to observe the work of your leading litigation department such as that which your firm carried out in the case of *Hogan & Others v The Minister for Social and Family Affairs.*

Finally, the corporate responsibility initiatives of ByrneWallace also align closely with my own interest in volunteering with groups such as St. Vincent de Paul and the Trinity Access Programme.

I have attached my CV which gives further detail on my work and volunteering experience. I would be hugely grateful for an opportunity to gain an insight into the work of ByrneWallace this summer and hope that my legal skills will allow me to make a helpful contribution to the work of your firm.

Thank you very much for your consideration of my application.

Yours sincerely,

Kate Heffernan