28 Oldtown Lawns

Sallins Road

Naas

Co Kildare

24 February 2016

Byrne Wallace

87-88 Harcourt Street,

Dublin 2,

Ireland

Dear Sirs,

I am writing to you as I wish to be considered for your summer internship programme for 2016. I was awarded a 2.1 primary degree (BCL) from Dublin City University in 2015 and am currently studying for a General Masters in Law (LLM) in Trinity College Dublin, specialising in Intellectual Property and Medical Law.  
  
When I obtain my professional qualifications I hope to specialise in one of these fields, and I would be grateful if you would consider me for any internship positions you may have in this regard in 2016. I feel confident that I would be a valuable asset to your firm during the internship while also being able to develop and strengthen the skills I will need for pursuing a career in law.

During my primary degree I worked in a busy office each summer, and obtained strong skills and experience in office administration.  My responsibilities included general office administration, and acting as receptionist and assistant clerical officer for an office with 35 professional staff. As part of a team I demonstrated strong interpersonal skills, and was a clear communicator. As a receptionist I also had to deal with queries by members of the public and felt that I was very capable of interacting with people in a professional capacity.

I also assisted in preparation for an oral hearing, with respect to a Compulsory Purchase Order for land acquisition for the construction of a road scheme. There was pressure to meet deadlines, and I was strongly motivated and prioritised tasks in contributing to the preparation by the team.

Throughout my studies I have developed skills that would be valuable when taking part in an internship such as the research, evaluation and analytical skills I needed to complete my degree. Through writing assignments and doing moot courts I was able to formulate and communicate sound arguments in a clear manner.

My current studies have and are currently giving me a good understanding of issues associated with both Intellectual Property and medical law and I feel I would be an asset to the Byrne Wallace law firm due to my ability to work hard, learn fast and my ability to work as part of a team. My previous work experience, strong academic background and passion for law will enable me to make a valuable contribution to the Byrne Wallace law firm.

I attach a copy of my curriculum vitae for your attention, highlighting my education and work experience.   
  
I am available for interview, at your convenience and hope to have this opportunity.  
  
I may be contacted by phone, at 085-1509307, or by email at kmcdonnell28@gmail.com.

Thank you in advance for your time and consideration.  
  
  
Yours faithfully,   
  
  
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Kate McDonnell