Ms. Crona McLoughlin, Quinze Lodge,

Byrne Wallace, Ard Na Mara,

88 Harcourt Street, Blackrock,

Dublin 2, Co. Louth.

25th February 2016

Dear Ms McLoughlin,

Re: Byrne Wallace Summer Intern Programme 2016

I am writing to register my interest in undertaking an internship in the Byrne Wallace Summer Intern Programme.

I have read with interest the details on your firm’s website pertaining to the above Programme and based on this information, I see this as a great opportunity to establish my career with Byrne Wallace.

In that context I attach my Curriculum Vitae, from which it will be seen that I graduated from Maynooth University in June 2015 with a Bachelor of Laws Degree. Since graduating I have passed my first four FE-1 examinations and intend to complete my final four in March 2016.

While studying, I have taken up a part-time position as a Sports Advisor at Elverys Intersport Dundalk. I have previous experience in the legal sector, however. In August 2014 I worked as an intern in Sean T O’Reilly Solicitors, Dundalk. This helped me realise that I enjoyed the personal aspect of law. I found the experience of attending a Circuit Court hearing very interesting and informative, especially as I saw the procedures from my Moot Court class displayed in practice. I was given the opportunity to review conveyancing and employment contracts and enjoyed discussing how these were drafted to reflect accurately the intentions of the client. This helped me to choose the subjects for my Final Year as I got to see and understand aspects of law with which I had no previous experience. I also enjoyed some time on work experience with Donal O’Hagan & Company Solicitors, Dundalk, in 2009.

These experiences enabled me to gain a varied and highly valuable insight into the duties and responsibilities of a solicitor. They also convinced me that this is a field that I would like to build a career in.

Outside of the legal profession, I am currently working in a retail position with Elverys Intersport. I have responsibility for managing a particular store department, reporting improvements and problems to senior management and ensuring sales targets are met. In addition, I am responsible for training new hires. This is also a customer facing role in which excellent communication skills are a necessity. In my short time working at the store I have received two formal commendations for the quality of my work.

I have also lived in San Francisco where I worked for three months as a sales associate with a local company, SF Gold Jewellery. This gave me a very useful insight into the running of a business, which consisted of three retail outlets. As a result of my excellent organisation skills and reliability I gained the trust of the management and was tasked with handling the register, keeping records of the sales and opening/closing the stores. Good communication skills were essential in this role.

At Maynooth University I studied business, economics and law in First Year before being offered a place on the LL B programme. My exposure to business and economics subjects, plus subsequent work experiences, has given me a valuable understanding of the commercial world. I would welcome the opportunity to deal with clients from such a background over the course of my career.

In both business and academic roles I have gained a wealth of experience in working with teams. At university, I worked in many group projects and enjoyed the collaboration and interaction that these entail. I also enjoyed meeting new people and so dealing with clients on professional basis appeals to me greatly. My positive personality has allowed me to handle challenging situations in a calm and collected manner, even when under pressure.

I have been involved in a number of very rewarding charitable and voluntary endeavours over the past few years. In university I volunteered with the Maynooth FLAC Society, providing students and residents of Maynooth with free legal aid. This allowed me to put my studies into practice. I gained experience in how to analyse a client’s situation and come up with a logical and practical solution.

I am confident that my academic background and relevant experience have enabled me to develop the skills necessary to be an asset to your firm. I would hope you consider me a strong and motivated candidate for this internship and I would welcome the challenge of working in a new environment where I could immerse myself in a busy, dedicated commercial culture.

I feel that these skills - combined with my enthusiasm, my love of legal subjects, academic and other achievements to date and the discipline associated with them - would enable me to contribute effectively to the needs of the firm. I would enthusiastically welcome the opportunity to support the solicitors and other professionals of Byrne Wallace and to experience at first hand the dedication, skill and teamwork of a premier law firm undertaking first rank work.

Accordingly, I hereby apply for a position on the Summer Intern Programme and trust that my application will commend itself to you. However, if I can provide any additional information or otherwise assist you or the firm in your consideration of my application please do not hesitate to get in touch with me.

Yours truly,

Katie Oakes