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Graduate Recruitment,

Byrne Wallace

88 Harcourt Street

Dublin 2

To whom it may concern

I am writing to apply for your summer internship programme at Byrne Wallace. I saw this opportunity advertised in the UCD Careers section. I am a final year Law with Social Justice Student in University College Dublin and am twenty-one years old. I have enclosed my CV which details my experience, achievements and skills.

The role would match my career aspirations to work at an esteemed and well-established firm as Byrne Wallace is consistently well ranked both in terms of client satisfaction and excellence in the marketplace. My professional interests in commercial law have been developed by both study and corporate experience. I am ambitious, driven and very used to working as part of a team. The wide range of issues and areas – from Litigation and Dispute Resolution to Employment Law - in which Byrne Wallace has the best expertise would suit my diverse skill set and I would be enthusiastic to hear from your specialist lawyers about their experiences. I was particularly impressed with your long-standing record of awards, in particular winning“Ireland Client Service Award 2017” and that you were the first large Irish firm to receive Lexcel accreditation which indicated to me the superiority in training I would receive. My unique degree has equipped me with commercial acumen as well as knowledge on issues such as employment issues in Ireland today and Brexit, which I was pleased to see Byrne Wallace have as a dedicated practice area. My degree is multidisciplinary and requires students to examine problems from a mindset other than their own which aids us in understanding client focus which would make me an asset to your team.

This year, I have been employed as a legal intern at Eugene F Collins and a debate coach at ISSOS, an elite summer school in Cambridge. In Eugene F Collins, my work required attention to detail, communication and leadership skills for tasks such as drafting legal letters, attending client meetings and being tasked with legal research. I worked on two rotations, Private Client and Dispute Resolution so I am relatively experienced in these areas of law. My final review was extremely positive, praising my professionalism, work ethic and highlighting my presentation skills on the topic of Cyber-Security. In ISSOS I used many similar skills, focusing on leadership and communication skills as I was tasked with designing an interesting and dynamic set of lectures while also keeping the students engaged and well behaved. I consider myself a hard-working and diligent student; I have achieved strong grades throughout my academic career and strive to improve where possible. I achieved an average 3.53 GPA in third year and I received an A- in both Property and Advocacy and Mooting. In my Leaving Certificate, I attained 545 points and was awarded Student of the Year and elected Senior Prefect by my peers and teachers.

Both in university and school, I have developed leadership and teamwork skills through extra-curricular activities. In school, I was part of various committees and was elected to Comhairle na nOg Mayo for two years where we identified young people’s issues in our county and lobbied for changes. At UCD, I was elected Outreach Officer for the Literary and Historical Society, the largest debating society in Ireland. My role was to design a programme whereby our committee taught debating skills in disadvantaged schools. I was required to coordinate significantly between the schools and the society. It also enabled me to attain the debate coach role in the exclusive summer school in Cambridge, where I compiled lectures and three hour classes for forty students each day. I have also enjoyed significant success in debating, recently winning the UCD LawSoc Women’s Open and was also a Grand Finalist in the Irish National Law Debates, Cork Open and James Joyce Maidens.

I am available for interview by request and look forward to hearing from you. I have enclosed further information about myself and references, and written references are available on request. If you have any other questions, do not hesitate to contact me by phone or email.

Yours faithfully,

*Katie Rooney*