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Sinead Fox
ByrneWallace
87-88 Harcourt Street, Dublin 2
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Dear Ms Fox

Internship Application

Having recently graduated from UCD with a Business and Law degree, I would now like to apply for an internship with ByrneWallace. The extensive range of legal services and excellent reputation make ByrneWallace my preference for the next stage in my professional development. In addition, I believe I have developed essential, transferable skills and competencies in a range of work experience placements which have prepared me to make a valuable contribution as an intern.

Since May 2015 I have been working as a legal intern at FLAC. Working on the development of the Irish legal system alongside some of the most progressive and dedicated legal professionals in the country has inspired me to think creatively and to use the boundaries of the law to effect innovative solutions to complex legal issues. Experience on the information phone line developed my ability to articulate complex legal systems in a comprehensive manner.

I am the 2015 recipient of the A&L Goodbody and Irish Refugee Council Asylum Law Award. In addition to a monetary award, I was offered a 4 week internship at the IRC which I completed in October 2015. Involvement in the development of research projects and experience drafting official legal submissions to accompany client applications advanced my writing and communication skills. Furthermore, close client contact expanded my ability to deliver a professional and courteous service while under strict time constraints. I was very pleased to be facilitated to return to work with FLAC on completion of this internship.

I graduated from UCD with a Grade Point Average of 3.62. The BBL degree adds a business insight which would enable me to contribute to the comprehensive and professional service which ByrneWallace delivers to clients. The challenging but supportive environment of ByrneWallace will complement my motivation for continuous professional development. Moreover my ability to work on my own initiative will enable me to excel as an intern in this prestigious firm.

I have completed four FE1 exams and expect to complete the final four in March 2016. I will be available to begin work upon completion of these exams. I attach my Curriculum Vitae with this cover letter and look forward to hearing from you in relation to this application.

Yours sincerely,
Katie Timmins