ByrneWallace,

88 Harcourt St,

Saint Kevin's,  
Dublin 2

01 February 2018

**Summer Intern Programme**

Dear Ms. Onslow,

I have recently graduated from University of Limerick with a 2:1 Bachelor of Laws degree. I am currently working as a paralegal in the litigation discovery unit at Arthur Cox. I plan on sitting my first set of Law Society FE 1 entrance exams in October.

I am interested in an internship specifically with ByrneWallace as I am aware of the central role this prestigious firm has in the Irish and European commercial world. I would love to be associated with a firm so highly regarded in the legal world. From my current position at Arthur Cox, I see first-hand the level of guidance that is given to interns from associates and partners. Having spoken to various trainees I know that ByrneWallace is just as committed to its trainees and interns as it is to its vast and varied clients. I have also gained invaluable experience from working at Maples and Calder as a paralegal in the funds department. I assisted with the establishment of new UCITS funds and was placed on projects from the start to their completion, while fulfilling all paralegal duties.

I possess many skills which make me suited for a corporate career. I am a disciplined and conscientious worker and have the maturity and confidence to work both independently and as part of a team. I possess the ability to think innovatively when dealing with complex legal issues. From my work with the Law Society and the Animal Welfare Society at university, I used my excellent communication skills when collecting data, organising members meetings and carrying out treasury duties. I have received positive feedback from my lecturers and employers in relation to my ability to communicate my point effectively, in both my presentations and with clients. Studying and working abroad gave me the ability to adapt to different environments, a skill which will help me adjust to the commercial law world.

My academic achievements alongside my legal experience would make me a perfect fit for the ByrneWallace Summer Intern Programme. I can confidently say that the experience I would gain at your award-winning firm would kick-start a very long and prosperous career in law. I hope to have the opportunity to interview with you about this position. Thank you in advance for your time and consideration.

Yours faithfully,

Laura O’Connor