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Co Dublin

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Emily Murray  
Byrne Wallace  
88 Harcourt Street  
Dublin 2.

Re: Internship Programme

Dear Ms Emily Murray,

I am a Business and Law graduate from University College Dublin and am currently working at Arthur Cox as a legal secretary in the Tax Department. As part of my undergraduate degree, I had an opportunity to study at the University of Queensland in Brisbane, Australia. I have successfully achieved passing grades in all eight Law Society FE-1 examinations. I am writing to express my interest applying to your internship programme with the view of becoming a trainee solicitor with Byrne Wallace.

I am a legal secretary in the Tax department at Arthur Cox, which demands extreme organisation, exceptional communication skills, and teamwork. I am assigned to four fee-earners, which means I must expertly manage my time effectively and efficiently to complete the tasks required of me in a quick and professional manner. I am responsible for client interactions, dictations, proof reading documents, setting up new clients and matters as well as billing. Through these tasks, I have been exposed to areas such as will and probate law and Irish tax law and am often the first point of contact for clients. I work with the fee earners as well as the other secretaries to deliver excellent and swift client service and solutions.

My prior experience serves as proof that I excel as part of a team, which is a valuable trait for a corporate law firm. As well as working with the tax team at Arthur Cox, another recent example was during my employment with Compton Solicitors as a legal assistant where I worked across all the practice areas of the firm, which were conveyancing, corporate law and litigation with a focus on liquor licensing. My time at Compton Solicitors gave me great exposure on how teams across multiple departments and practice areas can work together to achieve the best solution for their clients.

Corporate law demands innovation, and provides a complex and evolving environment, which provides career long learning opportunities and interesting work. My firm of choice is Byrne Wallace because I want to call the best and brightest professionals my peers. I enjoy working with clients and delivering first-class service and solutions to achieve the upmost client satisfaction. Client satisfaction and exceptional service to clients are valuable traits best suited to Byrne Wallace, proving that I am an excellent fit to the firm.

What attracts me to Byrne Wallace is how trainees are involved at every stage of any given case or transaction, gaining hands on experience. To be given such exposure is invaluable, and a great opportunity to fine-tune my skills and legal expertise across multiple practice areas in such a well-established law firm.

Completing an internship with Byrne Wallace would expose me to a wide range of work and an opportunity to learn where my strengths lie.

Kind regards,

Laura Kirwan