Lauren McCausland,

Drumenon, St. Johnston

Co.Donegal

31/01/17

Dear Sir/Madam,

I trust that you are well. I wish to apply for the position of Summer Intern at Byrne Wallace.

I am currently a third year student studying Law at Trinity College Dublin. I believe that participating in a summer internship would give my academic knowledge a practical grounding and an insight into how it would apply in the working world. I believe that I would be an excellent fit for Byrne Wallace and that Byrne Wallace would be the best environment for me to work and learn in.

Through my studies and part-time work, I have demonstrated that I am a motivated individual who is more than eager to work. Since I commenced my studies, I have maintained a part-time job in Donegal which I believe indicates my commitment and work ethic. I have acquired increasing responsibilities in my role which I have learned to balance with my college work. This has helped considerably in helping me to cope under pressure and refine my time management skills.

I have also maintained several voluntary positions during my time at college, with the most recent being the involvement in the Irish pilot programme of Street Law, which originated in Georgetown University. These positions have also allowed me to develop my communication skills and I have learned how to effectively and professionally deal with client queries. I have developed problem solving skills that will benefit me in my studies and in my future career.

I have strong interest in current business affairs and issues of social justice and this led me to pursue a degree in law. I was accepted on to the Trinity Access Programme which was set up to benefit students from disadvantaged socio-economic backgrounds. This achievement is one I am particularly proud of and I feel that it has further shaped my desire to work and do well. Moreover, I have volunteered with the Irish charity Suas as a literacy support mentor as a means of assisting young children who may face similar difficulties.

I believe that I am an extremely diligent and hardworking individual and I am constantly striving to improve. My academic performance improved significantly between my first and second year at college, and I believe that I am well on track to improve further.

Thank you for considering my application and I look forward to hearing from you soon.

Yours sincerely,

Lauren McCausland