ByrneWallace,

88 Harcourt Street,

Dublin 2,

 D02 DK18,

Ireland

Leanne Nolan

Hill Crest House,

Johnswell,

Co. Kilkenny,

Ireland

R95 H9RP

19th February 2020

Dear Sir/Madam,

I am applying for a summer internship with your firm in Dublin.

I am a Bachelor of Laws (Honours) degree student in my penultimate year of study at Maynooth University. In last year’s summer exams my results placed me within the top quartile of the overall year with my rank of 40 out of 175. This is a great result and one that I will continue to improve throughout this year. Earlier this year, I volunteered to take part in an MIT led research project which focuses on Wikipedia’s influence on the Irish judiciary and this demonstrates my motivation to do well and gain legal experience. I am also a member of Maynooth University’s F.L.A.C. society where I attend meetings and clinics. As part of my Dispute Resolutions class, I was the team leader of my group for our mediation exam.

I work as a ‘Legal Intern’ in one of the top law firms in Kilkenny. Here, I am assigned to analyse, index and file a large number of legal documents where I further developed my organisational and timing skills. I am also charged with drafting a variety of legal probate and conveyancing documentation. This has really given me a flavour for the type of work involved in the legal sector and I am eager to learn more. My work in Kearney, Roche and McGuinn has cemented my love for the law and my wish to pursue it as my career in the near future.

Working as a café assistant I have developed the skills of communication and teamwork as I am in constant contact with customers and colleagues. My skill of respect comes from working in this diverse environment where I deal with people who have disabilities. These skills are ideal for working in a legal environment as they ensure that deadlines are met and that every aspect of the firm is running smoothly.

I would thrive on the opportunity to take part in your summer internship programme as I feel that I would learn more from you and your environment than any other firm as you provide many services in a variety of areas. The areas which I am most keen to learn from are intellectual property, freedom of information and corporate.

I have enclosed my CV for your attention and I look forward to hearing from you soon.

Yours Sincerely,

Leanne Nolan