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ByrneWallace

88 Harcourt Street

Dublin 2

09/02/2018

**Re: Summer Internship Programme**

Dear Sir/Madam

I wish to apply to the ByrneWallace Summer Internship Programme. I am a final-year BCL student in UCD where I expect to graduate with a 2:1 degree classification.

I have relevant work experience in that I currently work part-time at the Irish Centre for European Law (ICEL). The Centre, based in Trinity College Dublin, organises conferences on European Union Law and European Human Rights Law where legal academics and practitioners deliver papers on their specialist areas. This role allows me to experience first-hand the expertise of academic lawyers and specialist practitioners, and gain administrative experience in an office environment. I also communicate with both speakers and attendees (mainly solicitors, barristers and academics) during conferences by providing assistance to them where necessary.

I have also worked in a solicitors’ office (Cody’s, Bagenalstown: summer 2011) on a work experience placement which I enjoyed enormously. I worked as part of a friendly and efficient team of people with whom I developed an excellent rapport. Whilst there, I dealt with general enquiries, handled documents, and attended court with solicitors. Consequently, I have an understanding of the kind of day to day work that is carried on in a solicitors’ practice. In addition, I gained a particular understanding of the vital importance of organisation, time management, accuracy, and efficiency.

I would relish the opportunity to work alongside experienced and hard-working professionals in a diverse and dynamic commercial law firm such as ByrneWallace.

I attach my CV for your attention.

Yours Faithfully,

Liam Tully