Dear Sir/Madam,

I have a great respect and admiration for the work done in Byrne Wallace for many reasons including their stellar reputation as one of the top law firms in the country, and their client-based approach, which is reflected by being the most recent recipient of the Irish Client Service Award 2017.

I believe that I have a lot to offer Byrne Wallace as I have had practical hands-on experience in two different law offices in the Legal Aid Board, which I mentioned in my application. In the Medical Negligence Unit, I prepared files and drafted many legal documents including Change of Solicitor Letters and Index for Counsel. Also in the Refugee Documentation Centre I wrote Country of Origin Reports and completed training in online research. I developed a range of skills from this experience, such as working as part of a team, conducting online research, communicating with solicitors and other members of the legal profession and I was also able to receive invaluable feedback on my work.

I also have experience of the American legal system as I completed the Brehon Law Internship in Commonwealth Courts of Philadelphia, Pennsylvania in the summer of 2018. I had a variety of tasks from compiling case notes to attending trials and training seminars. During this process I learned a great amount about a variety of types of law including federal, criminal and civil, as well as legal skills applicable to any system.

In addition to this, having a part time job at juice and smoothie bar Jump Juice Jervis has allowed me to interact with customers and provide customer service on a regular basis. This is a skill I believe would be transferable to Byrne Wallace in that in law firms there is a large amount of working with clients and ensuring that their needs are met. This is reflected in the firm’s client-based focus.

Furthermore, academically, I have achieved an overall 2:1 grade based on my first and second year examinations. Feedback that I have received from my lectures about my assignments include that I have a great grasp of historic case-law and how it can be applied to situations in the present. When I represented my college in the DCU National Moot Court Competition in November 2017, the judges told me that I possessed brilliant communication skills and that I would make an excellent barrister in the future, should I wish to pursue such a career. I believe that my academic record and attendance is indicative of my consistent strong work ethic and dedication to the law.

As well as this I have leadership experience as I was both Captain of my class and a Sixth Year Prefect when I was in Secondary School. My role involved interacting with fellow students regarding any issues and concerns they had, and liaising this to the relevant teachers and form tutors. I also was chosen to be a Faith Leader in my school as part of the Ember Program. This involved using my organisational skills to plan school events such as carol services and graduation ceremonies.

As also referred to in my Curriculum Vitae, I achieved a 1:1 grade in the Introduction to Information Technology module, I have computer related skills such as being able to type up to fifty words per minute and the ability to operate Microsoft Word and Excel, which would be a useful asset to have when working in a corporate law firm like Byrne Wallace.

Finally, I know that I would be an ideal candidate for this internship because the values I possess are very much in line with that of your firm. I take pride in my integrity; I am very reliable, trustworthy and honest, perfect for dealing with client confidentiality. The standard and quality of my work shows that I am a diligent and conscientious worker. I give every task my full attention and deliver a response with as much efficiency as possible. As I mentioned earlier, I also have had extensive experience in successfully operating as part of a team. It is for these reasons that I am certain I would be a superb addition to the Byrne Wallace team of Summer Interns.