Ms. Emily Murray,

Byrne Wallace Solicitors,

88 Harcourt Street,

Dublin 2

Dear Ms. Murray,

My name is Maeve Claffey and I am a final year Law and German student in Trinity College Dublin. I am applying for an internship with Byrne Wallace as I believe that I have the necessary skills and attributes to do excellent work and ensure customer satisfaction.

One of my main responsibilities this year has been editing the satirical newspaper “The Piranha”. As Trinity’s only printed satirical newspaper, it has tested my editing and time management skills. I proofread each edition up to four times to be certain that no mistakes slip through the cracks. I believe this attention to detail would be invaluable in my pursuit of a career in corporate law and make me a good candidate for an internship with Byrne Wallace. As part of my responsibilities I have gotten to grips with various Adobe Creative Cloud software, including Photoshop and InDesign. As well as this, I have an excellent knowledge of Microsoft Office Software, I am very familiar with Google Drive and all related programmes, and I can touch type.

As a Law and German student I have a keen interest in European and International Law. Studying in Berlin for my third year was not only an opportunity to improve my German but also to immerse myself in the legal culture and the German way of thinking. As Brexit looms ever closer, more and more European businesses are thinking of relocating, and Ireland seems like the natural choice. Having spent a whole summer in Germany to improve my language skills, I believe I would be a valuable asset to the firm, as I have both general fluency in the language as well as a specific knowledge of legal German and German law. Byrne is known for its commitment to customer satisfaction and I believe that being able to speak to clients in their native language would be extremely beneficial in ensuring the consistency of this commitment.

As a Competitions Convenor with the Law Society, I have put together the Mock Trial Intervarsity Competition, the first of its kind run by the Society. This has involved reaching out to student societies across the country, as well as organising the more mundane details, such as catering and venue hire. One week before the competition we had a team drop out at the last minute. This obviously posed a huge issue, as Mock Trial cannot happen with uneven numbers. I confirmed that there was no possibility that the team could come, and solved the problem by allowing another team from Trinity to register. I have honed such skills through my involvement with the Law Society and the University Philosophical Society (The Phil), where I served as Vice President for the academic year of 2017/2018. During my tenure, I organised a debating competition over eight weeks with the largest turnout seen in years.

My experience in the firm Baily Homan Smyth McVeigh (BHSM) also gave me an idea of what to expect from the corporate world. I have a working knowledge of the Thomson Reuters website as well as software such as Filesite. These basic skills would ensure that I could hit the ground running if accepted for an internship with Byrne Wallace.

I have the necessary problem solving and time management skills as well as keen attention to detail and passion for customer satisfaction, as illustrated by my work in retail and society involvement, and if I were to be given the chance I could do an excellent job in Byrne Wallace.

Looking forward to hearing from you,

Maeve Claffey