22 Glenbourne Way  
Leopardstown  
Dublin 18  
D18 K5E5   
31/01/2017

I am a Final-year student in UCD Sutherland School of Law. I am seeking a place on the Summer Internship programme. To strive to be a top solicitor you must be trained by the best and I recognise the value of the Byrne Wallace training programme. I have a strong passion in all types of law and I am open to learn any area of law. I have a good amount of experience in Employment Law.

Communication, teamwork and people skills were vital in many of my previous employments. From my experience in pervious interviews for law firms, I know these are high sought skills. Before attending UCD I was a working Professional Actor. The skills learned in this endeavour have transferred perfectly over to the legal field ensuring I have strong people skills, I can effortless speak in public, break down and memorise large volumes of text and effectively work as part of a team or on my own.

Last summer I was an intern in a general law firm, Fintan O’Reilly and Company Solicitors. I worked on many different cases involving tracker mortgage redress scheme, Du Puy hip replacement recall, WRC and RTB disputes, probate, private and commercial conveyancing and family law cases. I was involved in the research of relevant legislation and case law, organising books of evidence and summaries of cases for the solicitors. In this firm, I gained experience in drafting letters to clients, opposing solicitors, the WRC and RTB.  
  
I have worked and continue to work in the Legal Department of the Workplace Relations Commission over the past eight months. The job involves analysing all adjudication cases, 5,000 so far, and gathering statistics which are to be presented to the Department of Business Enterprise and Innovation on 6 February 2018 in Dublin Castle, which I will be attending.  
  
I have the necessary skills to be an asset at Byrne Wallace with a long history of experience to back this claim. I am adaptable and have the motivation and passion necessary to thrive in a large corporate law firm. I am available for interview at your earliest convenience. Thank you for your time. I look forward to hearing from you.

Yours Sincerely,

  
Mark McElwaine  
0877588269