Mark O’Reilly  
Donaghmore Lane, Navan, Co. Meath

ByrneWallace,  
88 Harcourt Street, Dublin 2

Dear Sir/Madam,

I recently finished my undergraduate studies at Maynooth University, where I studied for a Bachelor of Business and Law (International). Having graduated in September, I am now pursuing a dual LL.M offered by the Catholic University of Lyon and Maynooth University. I have spent the first semester studying in Lyon and I will be attending Maynooth for the final semester. This role of intern at ByrneWallace matches my experiences and capabilities and will provide me with a challenge I am seeking for my career.

The nature of my bachelor and LL.M have prepared me for a wide range of opportunities. Throughout my time at university, both at home and abroad, I have conducted independent research in my studies and my extra-curricular activities. This has required a great deal of initiative and self-motivation. I have also been able to develop a wide range of skills which make me an adaptable person.

I am a conscientious, hard-working and dedicated person. I look forward to working in new environments. This is evident from my previous experiences. I opted to take an Erasmus year to Slovakia, somewhere unknown to me, where I thrived with the opportunity to meet new people and develop as a person.

My business and law degree has exposed me to the principles of business – economics, accountancy and management – while my legal education has allowed me to develop a range of research, advocacy and interpersonal skills.

I have also been heavily involved with student organisations, during my time at university. For the past four years, I have honed my inter-personal, networking, research (both independent and as part of a team) and communication skills. I have also been given many leadership roles within these organisations and I have represented Ireland at numerous international meetings and conferences.

My academic and work experience has taught me to work well with other people and to take responsibility for my own work. I am an outgoing person and I take pride in my communication and inter-personal skills. I enjoy both independent work and team-work and strive at the opportunity to work in challenging business environments. My enthusiasm and determination ensure that I will make a success of this role.

If you require any further information, please do not hesitate to contact me by phone or e-mail.

Kind regards,  
Mark O’Reilly