Beth Onslow, Matthew Maguire

Byrne Wallace 108 Rathdown Park,

88 Harcourt Street, Greystones,

St Kevins, Co. Wicklow,

Dublin 2 30th January 2018

Dear Ms. Onslow,

I am writing to express my interest in applying for the Byrne Wallace Summer Internship Programme 2018. I am a graduate of UCD having achieved a 2:1 in Business and Law, graduating in the class of 2017. I am currently studying for the Fe1’s which I intend to commence in March and complete in October 2018. Although my degree is a double major, the majority of my focus and selections revolved around law modules and since the first semester of first year, it was clear that was where my strengths and interests lay.

Since 2012, I have worked in The Martello Hotel where I performed a variety of tasks and functions, working primarily in the accounts department. This involved working in the cash office and administration department where I held a number of responsibilities including managing previous day’s sales ensuring all tills and receipts balance. Further information relating to my responsibilities and the role may be found within my enclosed CV.

Having now graduated, I am looking to take my first steps in commencing my career in the legal profession and consider Byrne Wallace to be a great firm to achieve this. I consider myself to be a hardworking and driven individual who is constantly seeking to learn new skills. I believe these characteristics combined with the knowledge I have gained during four years of college and my 6 years’ work experience would make me a strong addition to the Byrne Wallace team.

I would be very happy to meet with you to discuss my experience and interest in a legal career with Byrne Wallace.

Yours Sincerely,

Matthew Maguire