Byrne Wallace

88 Harcourt Street 108 Rathdown Park

Saint Kevins Greystones

Dublin 2 Co. Wicklow

5th February 2019

Dear Ms. Onslow,

I am writing to express my interest in applying for the Summer Internship Programme as advertised on the Byrne Wallace website. I am a graduate of UCD having achieved a 2:1 in Business and Law, graduating in the class of 2017. I have sat six FE1 exams passing all six. I intend to complete the remaining papers in March 2019.

From 2012 – 2018, I 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. I have also worked as a waiter in the restaurant which is an extremely fast paced environment. I believe this role has also provided me with skills that will serve me well in my future legal career.

In October 2018 gained my first experience of working within a law firm environment, working as a paralegal in LK Shields Solicitors on a fixed term. I spent the majority of my time in LK Shields working in the Cosec and Corporate law department. I am now eager to build upon the experience I have gained in LK Shields and further progress my legal career. I have a particular interest in pursuing a career in corporate law while I also have a general interest in the energy and natural resources sector; two areas of law Byrne Wallace have expertise in.

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 Summer Internship Programme.

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

Yours Sincerely,

Matthew Maguire