6 Longford Terrace

Monkstown

Co Dublin

Mrs. Beth Onslow

ByrneWallace

88 Harcourt Street, Dublin 2

Dublin

Ireland

January 29 2018

Dear Ms. Onslow,

My name is Maximillian Searson, and I am currently in my final year of Business and Law in UCD. I am writing today to apply for a position in the ByrneWallace internship programme.

 Having studied law for three years, I have built up a keen interest in legal practice and am eager to apply myself to a more practical setting. Given the joint nature of my degree, I have gained knowledge not only of legal principles but also as to the world of commerce, and how it applies to a legal setting. I have a small amount of experience working in a legal setting, having recently assisted in the offices of Denis I. Finn Solicitors, where my responsibilities included accompanying a paralegal from the firm to the courts, where I would deliver the appropriate documents to the relevant courts, as well as take notes of court proceedings for use in the company’s memos. In addition, I have a wealth of experience of working and administration in an office setting, through my work with Searson’s Wine Merchants in the past, as well as in my part time work with Caritas Convalescent Centre. My duties in Caritas required me to be extremely detail oriented and people-focused, as I worked at reception and had to handle the admission of patients on the weekend - a task which involves a great deal of paperwork and organising files for the incoming patient. As well as the handling of admissions, my job entailed a number of other administrative duties and has developed my communication skills. I believe these skills will help me greatly were I to be successful in my application to ByrneWallace.

 I am a highly motivated and hard-working student, and keen to prove myself as a valuable asset to the ByrneWallace team. I believe my attention to detail and critical thinking skills will stand to me, and I wish to apply the skills and theoretical knowledge from my lectures into the real working world. I am also academically motivated, and am on track to achieve a 2:1 degree, having received these results in my third year, and in my overall GPA thus far in fourth year.

 I am aware that my academic results from my 1st and 2nd years of college are less than what would be desired, but I believe that my results during these years of university do not accurately reflect my abilities, due to an extremely distressing situation unfolding in my family life at that time. This scenario left me unable to focus on my academic work, and as a result, my grades from that time are far below what I would have expected in the past - or since. However, I have since worked hard to remedy this, and despite the fact that the situation remains, I have improved my ability to set the circumstances aside and focus as much as possible on my college work. Having spoken to the BBL student advisor, my university (UCD) is now aware of these extenuating circumstances, and will be able to verify my claims here.

 I would greatly appreciate the chance to carry out an internship with ByrneWallace, and would greatly appreciate if you would consider me for the position. If you would like to get in touch, or have any questions, please do not hesitate to contact me on 087 645 8817, or on my email at maximillian.searson@ucdconnect.ie.

Kindest regards,

Max Searson