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7th February 2017.

Byrne Wallace,

88 Harcourt Street,

Saint Kevin’s,

Dublin 2.

To whom it may concern,

I would like to apply for a position on your Summer internship for the coming year. I aspire to become a solicitor when I complete my law degree in Trinity College next year. In participating in a legal internship in a well-renowned law firm such as Byrne Wallace, I would gain experience in the legal profession and learn from successful lawyers in the process.

I have attached a copy of my current curriculum vitae which details some of my work experience, interests and achievements to date. From my curriculum vitae, you may see that I have developed teamwork and interpersonal skills through my experiences. I am familiar with adhering to policies and legislation in the course of my work and confidentiality agreements have been at the centre of many of my positions. I have dealt with a wide array of clientele in different situations and have learned to adapt and respond to the needs of the client in a manner which is consistent with the values of the company I am representing. I work to the best of my ability and implement new practices as I learn them in order to improve my skillset along the way.

What has attracted me to a position on your Summer internship programme is primarily the wide range of cases the firm works on. Having navigated the firm website, I see that it works in a wide variety of legal areas. This is of interest to me as I would like to experience numerous areas and see how different areas of law work in practice. The firm places a high value on corporate social responsibility which is an attraction also. I think voluntary work is hugely important and am currently participating in the ‘Street Law’ programme which involves teaching on a voluntary basis to disadvantaged school pupils. I also fundraise regularly for Cystic Fibrosis Ireland which is a charity close to my heart. Byrne Wallace’s environmental initiatives are also an appealing factor as I have worked and campaigned towards a cleaner environment in the past.

I am confident that I would be a valuable asset to Byrne Wallace and would uphold its values while carrying out work with competence. I would be honoured to be called for an interview to discuss my application further. I look forward to hearing from you at a later date.

Yours Faithfully,

Meghan Clarke.