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Ms. Crona McLoughlin,
Human Resources Manager,
ByrneWallace Law Firm,
88 Harcourt Street,
Dublin 2.

7 February 2019

Re: Summer Intern Programme 2019

Dear Ms McLoughlin,

I would like to apply to the Summer Internship Programme as advertised on the company website. I am a final year law student in Trinity College and will complete my studies there in May 2019. Having worked in the Property Department of ByrneWallace for ten months, I hope to return to the firm to develop my legal skills at my firm of choice. My academic achievements, transferable skills, and diverse work experience reflect my exceptional work ethic and desire to succeed.

I am currently in final year of my Law degree (LLB) at Trinity College Dublin, after taking a year off books last year, during which time I worked as a Secretarial Support in ByrneWallace. My success in the position was illustrated by my role in training new staff prior to leaving the position to return to university. I enjoyed the teamwork element of working in the property department and look forward to expanding on this experience by working in other corporate law areas.

During this time as a Secretarial Support, I realised that the internship programme at ByrneWallace is the perfect fit for me due to its highly organised structure and the opportunity to get truly hands on experience. I have demonstrated a proactive attitude in seeking out practical experience to equip me with the skills set and experience to fully engage with the internship programme. The time management, organisational and planning skills I learned during my time in ByrneWallace are of great value to me and I hope to return to the firm to utilise these skills going forward.

Enclosed is a copy of my curriculum vitae, where you will find details of my education and achievements along with my contact details. I encourage you to consider my application favourably and look forward to hearing from you in due course.

Yours Sincerely,
Meghan Clarke.

Enclosed: Curriculum Vitae.