Mia Kelly

Garrynisk, Enniscorthy, Co. Wexford | 087 63232 77 | kellym68@tcd.ie

Head of the Trainee Programme,

Byrne Wallace

87-88 Harcourt Street

Dublin 2.

24 February 2016

Dear Sir/Madam

I am writing to express my interest in Byrne Wallace’s summer internship programme. I have also attached my CV which I hope will show you that I am suited for a place in the programme. This programme would be hugely beneficial for me in gaining corporate law experience. This is an area that I am very interested in exploring as a future career opportunity as the variety of work, fast paced environment and international aspect to the job really appeals to me. As a top Irish firm with a record for excellence and an international opportunity, Byrne Wallace would be the ideal place for me to challenge myself and to learn invaluable legal skills.

I believe that I have the necessary work ethic and motivation to be successful in this programme and a career in corporate law. I have been employed since I was sixteen and have balanced work and education since then, reaching high standards in both areas. My past and current jobs have given me a large range of skills, organization, customer service and communication skills to name a few, and have left me with valuable insights and experiences into working environments with high standards. I have replicated these standards in the academic side of my life, achieving high marks in my leaving certificate and my exams in college thus far. Last year, I had an average grade of 69%, a result that both delighted and frustrated me as I was so close to obtaining a first and I am determined to improve on that result this year.

The extracurricular activities that I have been involved with, especially in sport, has given me strong social and leadership skills. I enjoy and am well accustomed to working as part of a team and I am used to managing as well as being managed. These attributes, I believe would stand to me not only in the work side of an internship but also in getting to know my colleagues and taking an active part in the social side of the programme. I am confident in my ability to be a successful intern in this programme and would welcome the opportunity of an interview.

I look forward to hearing from you in the near future.

Sincerely,

Mia Kelly