Michael Lagan

136 Cromwell’s Fort Road

Walkinstown

Dublin 12

Crona McLoughlin,

HR Manager,

ByrneWallace,

88 Harcourt Street,

Dublin 2

22 February 2016

Re: ByrneWallace Summer Internship Programme 2016

Dear Crona McLoughlin,

By way of introduction, my name is Michael Lagan and I am a Law and Business student in Trinity College, Dublin. I am writing to express my interest in the ByrneWallace Summer Internship Programme.

I am a second year student in Trinity College and I am passionate about pursuing a career as a solicitor. I believe that ByrneWallace would be an ideal place to start my career. The firm boosts an impressive Irish and international client base which makes the firm particularly enticing from the point of view of a prospective legal professional. I would be delighted to work for one of the most prestigious law firms in Ireland.

As you will see in my CV, I have work experience in hospitality and strong academics. I have gained a considerable amount of experience in the hospitality industry. The hospitality industry is demanding and I enjoyed dealing with customers and working in the fast paced environment. I was responsible for dealing with guests’ queries and advising them on activities in the locality.

I am currently in my second year in Trinity College and I have found my academic experience enjoyable. I have gained significant experience working as part of a team in a variety of contexts including college research projects, organising charity fundraisers and being part of a table tennis squad representing Munster at interprovincial competitions. As an active member of the Philosophical and Historical Societies I frequently participate in debates. The debating has enhanced my public speaking skills. I believe it is important to be able to speak to a client confidently whether that is face to face or on a conference call.

In addition to my work and academic experience, I have a strong attention to detail, I am highly organised, proactive and I know how to prioritise tasks.  I am personable and I build up rapport easily with people. I always aim to complete my college tasks in a timely manner and I draft my assignments and essays using clear, concise language.  I am adaptable and I am willing to put in the hours to ensure that work gets completed on time.  I have a positive attitude which I believe is an important trait for any successful person.

I would welcome the opportunity to apply, enrich and further my knowledge, experience and skills by participating in the ByrneWallace Summer Internship Programme. I attach a copy of my curriculum vitae for your consideration.

I appreciate your time and consideration and look forward to hearing from you soon.

Yours sincerely,



Michael Lagan