

Cover Letter

3 Orchard Terrace
Grangegorman Upper
Phibsborough
Dublin 7

Beth Onslow
HR Administrator
Byrne Wallace
88 Harcourt Street
Dublin 2

Dear Beth,

I am writing to apply for the position of summer intern for your 2017 intake, from May 29th until June 30th.

I am a Law and Business student in my penultimate year at Trinity College Dublin. During my time at this university, and in the years prior, I have gathered an array of skills which I firmly believe will make me suited to the position of summer intern.

I strongly believe in having an element of voluntary work in my life and have been involved in such activity prior to my college career. During the summers of 2012-2014 I advanced from competitor on the Donegal senior surf-lifesaving team to coach for the junior team. The enthusiasm I hold for this sport saw my team win three regional competitions and advance to the nationals every year. This drive and enthusiasm in leadership is something I would offer Byrne Wallace if given the opportunity to intern during the summer.

Furthermore, I have strong experience in team based activities as evidenced through my work in the SMF and Keep Appy enclosed in my CV. I know that I would work well in an environment which encourages interaction between parties through their work and provides a stimulating environment with challenging tasks. As required by the diverse range of modules in both legal and business fields, I am analytical in my approach to challenges. In devising our marketing strategy for the Keep Appy enterprise, I identified that the welfare officer for Trinity Hall was an ideal route to advertise the app to over one thousand potential users. At the time of the launch, this will greatly aid in recognition of our project. This problem-solving ability would be a credit to your company in the work that it does.

On a final note, Byrne Wallace appeals to me in the positive message it sends through the various CSR activities the company engages in. I was particularly drawn to the local involvement in schools and development programmes, this work resonating with the tuition I provide through the voluntary tuition programme (VTP) in Trinity. It is of great importance to me personally that I have opportunities to keep up my involvement in voluntary work and I feel that the Byrne Wallace environment fosters this attitude.

I would greatly appreciate an opportunity to demonstrate my value to your firm, with regard both my academic and work oriented skills and experience as well as my enthusiasm for the more altruistic involvements of Byrne Wallace. I look forward to hearing from you.

Yours sincerely

Neil Shanley