Byrne Wallace 28 Fontenoy Street

88 Harcourt Street Phibsborough

Dublin 2 Dublin 7

 30th January 2018

To Whom It May Concern:

I am very interested in applying for the summer internship programme, as advertised on your website. I am currently completing the Postgraduate Diploma in Law at Dublin Institute of Technology. I spent my undergraduate years studying at University College Dublin where I successfully secured a 2:1 Bachelor of Arts Degree in English with a minor in French.

I am particularly drawn to apply for the summer internship at Byrne Wallace as I am aware of the firm’s excellent reputation. Having consulted your website, I see that interns will receive first-hand experience of the role and responsibilities of a trainee solicitor. This really appeals to me as I know that the guidance and support this internship will provide will really help me to move forward in my career in law. Participating in a tailored learning programme set for interns also appeals to me as I love learning and know that I will be receiving the best possible training at your firm.

I note that delivering an efficient and effective service for your clients is important to your firm. In respect of this, whilst working as a Customer Support Specialist at Clio (legal practice management software), I was part of a team with similar values. We sought to provide clients with creative and innovate solutions, always anticipating their needs and thinking of new ways to solve common problems. Through combining our knowledge of the product and being innovative and thinking outside the box, the team worked together to provide the exceptional level of customer service which allowed us to win a Global Contact Centre Award from the International Customer Management Institute (ICMI).

I appreciate that collaboration is key to success at Byrne Wallace and that your firm prides itself on a sense of collective expertise which is amplified by the personal experience of each team member. I feel that I could most certainly contribute to this as coming from a non-legal background, I have something different to offer to the team.

The Postgraduate Diploma in Law has provided me with a solid foundation and I hope that being a part of the summer internship programme will allow me to put the skills and knowledge I have gained to good use; most notably my ability write well and my strong research skills.

I am confident that my personal attributes, work experience and education would be of benefit to this programme and would allow me to succeed during this summer internship. I would be more than happy to discuss any aspect of my application with you at your earliest convenience.

Yours sincerely,

Niamh Monahan