*Nicole Bateman*

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ByrneWallace

88 Harcourt Street

Saint Kevin’s

Dublin 2

17 February 2020

Reference: Summer Internship Application

Dear Sirs,

Your advertisement on your company website for summer interns provides the kind of challenge I am now seeking within my career. I would like to apply for the position. As requested, please find enclosed a detailed CV.

As a current employee of Carlisle Solicitors, I work on a high-volume case load as a legal executive. I deal primarily with commercial clients and, as you will see from my CV, I have skills and knowledge in areas critical to function effectively as a summer intern within a company like yours. Alongside working full time I have successfully completed six of my FE1 examinations with the goal of completing the remaining two this coming March.

I am an outgoing, hardworking and detail orientation individual with a bachelor’s degree in economics, politics and law and a master’s degree in law. It is my belief that working in a full service law firm, such as ByrneWallace, would require me to problem solve, apply my legal knowledge but also remain focused on the interests and objectives of the client. I enjoy the fact that the legal environment is constantly changing and that the most successful solicitors are the ones who anticipate that change and adapt their approach accordingly.

The prospect of working within a firm that prides itself on client relations is one of the main reasons the ByrneWallace Summer Internship Programme attracted me. The ethos of the company and the value placed on your employees stands out. I believe I could make a significant contribution to the future success of your company and look forward to the opportunity of explaining how I can do this at interview. I look forward to hearing from you and can be contacted on the number provided above.

Yours Sincerely,

Nicole Bateman