

25 Leinster Street North,
Phibsborough,
Dublin 7.

8th February 2017

Byrne Wallace
Harcourt Street
Dublin 2

RE: Summer Internship Programme

Dear Ms. McLoughlin,

I am writing to apply for a position within your Summer Internship Programme. I obtained an LLB (Hons) and a BA (Hons) in Legal Science and English from the National University of Ireland Galway (NUIG). I am currently sitting my first set of FE1 exams.

Having gained experience in small to medium size firms, I have learned that a steady foundation is required to progress and prosper in this field. My previous employment with Kent Carty Solicitors in the Defence Litigation Department was extremely demanding but very interesting. I was provided with opportunities to complete a variety of hands-on tasks of which included working with case files and liaising with clients, insurance companies, barristers and solicitors on a daily basis. I prioritized tasks daily as I was working within specific timeframes towards various deadlines. I was responsible for drafting court documents, scheduling discovery documentation, legal research, making briefs and helping with the general progression of case files. Although I did enjoy working in the smaller firms, my passion is to work for a busy corporate firm with constant opportunities for self-improvement and self-development. ByrneWallace is widely regarded as an extremely reputable firm that is trainee-focused. This is why I would have a great interest to participate in the Summer Internship Programme and believe I could contribute to ByrneWallace team.

It is clear from my diverse work experience laid out in my curriculum vitae that I am an extremely hard-working, motivated and reliable individual with excellent communication skills. I pay close attention to detail in all aspects of my work. I work well with others but also have the confidence to work on my own initiative. I enjoy working in a fast-paced, high-pressure environment. I have developed and refined my various legal skills and adaptability to work and thrive in any legal position.

I would embrace the opportunity to work in ByrneWallace, a law firm that is internationally recognised. Having met members of the ByrneWallace staff and heard first-hand about how your firm encourages and educates their trainees, I am eager to learn from you. ByrneWallace offers a vast amount of specialist practice areas in which I am especially interested. I believe that I would excel in this environment of trying out new areas of law because I am eager to prove my skills and am excited to rise to new challenges. Having researched your firm and taking into account my legal experience, I believe that I would be an ideal candidate for your Summer Internship Programme.

With regard to personal interests, I enjoy literature and the arts, as it was what encouraged me to study English at University level. I enjoy attending music performances and festivals. I am a keen explorer and have been fortunate to have visited to several parts of the world. When I travel to different countries, I ensure that I visit some of the museums and galleries there. I am very active and enjoy both individual and team sports alike e.g. basketball, tag rugby, swimming and jogging. I am very creative and enjoy arts and crafts. I am an avid baker. I am sociable and enjoy spending time with my friends.

As an undergraduate student, I played basketball for NUI Galway. I captained and vice-captained the League Team which won runners-up in the Basketball Shield Cup. I also was the Recreational Officer for the Women's NUI Galway Basketball Club.

I am deeply committed to pursuing a career in commercial law and view the ByrneWallace Summer Internship Programme and potentially Trainee Programme. I believe it to be the best possible opportunity for me to establish a firm foundation and build on my current experience. I will embrace the thrill of being part of a fast-paced work environment where I will be challenged both professionally and personally.

Should you wish to contact me with respect to my application or to arrange an interview, my contact details are as follows:

Telephone: (086) 0889 839

Email: n.stupar1@gmail.com

I look forward to hearing from you soon.

Yours faithfully,

Nicole Stupar