Dear Sir/Madam

I am writing to apply for the Byrne Wallace summer internship programme 2017. I graduated from University College Dublin in 2015 with a BA (Hons) in History and Politics and am currently pursuing a Masters of Common Law (MCL) at UCD. The MCL is a conversion course for graduates from a non-law background wishing to pursue a legal career. I will be sitting the FE-1 examinations in March 2017.

I chose to apply to Byrne Wallace because I want to experience working inside one of the leading law firms in Ireland. I am particularly drawn to Byrne Wallace because of the complexity of the work undertaken by the firm and the interesting challenges this would pose. For instance, I am aware that the firm has established a dedicated multi-disciplinary team to advise clients on the possible legal and regulatory implications of Brexit. As an intern working alongside leading practitioners I would hope to gain exposure to such diverse and challenging legal issues facing Irish and international businesses today. From speaking to trainees and previous interns I have been impressed by the positive culture associated with the firm. I am also interested in the firm’s novel approach to Corporate Social Responsibility in particular the work experience initiative for young men and women from St. John of Gods. All the above is indicative of a firm which is committed to its clients, its employees and the wider community. However, my main motivation for applying to the summer internship programme is the chance to experience the role of a trainee solicitor in the fast paced environment of a leading commercial law firm. I am excited by the prospect of engaging in real projects on behalf of major Irish and International clients, working alongside a diverse group of talented colleagues and receiving high-quality legal training.

Last Summer I interned at Orpen Franks Solicitors where I was given an insight into legal issues as diverse as examinership, investments funds and franchising operations. This gave me a taste for the complexity of the work which can arise in the commercial law field and reinforced my determination to pursue a career with a leading firm. With Orpen Franks I was spread across each department of the firm and as such I undertook a wide variety of work. I enjoyed the challenge of constantly having to adopt to new scenarios. Whether drafting documents, attending at conferences or conducting research I always ensured that I produced a high standard of work and met time expectations. At the same time, I also endeavoured to be available to assist partners, associates and trainees with any ad-hoc work that came through. At Byrne Wallace I would rely on the same work-ethic and commitment to develop into a trusted and valued member of the team.

I've always respected the close relationship of confidence which exists between a corporate law firm and its clients. In any role I have undertaken I have always sought to act with integrity. At a young age I was promoted to general manager of the Indian takeaway where I currently work part-time. At the time of the promotion I was aware that the company had placed their confidence in my ability and entrusted me with a capability to operate with a new level of independence (including hiring, budgeting and money management). Therefore, I sought to fulfil and exceed what was expected of me by the management. For example, I carried out a complete reorganisation of the shop’s filing system and cleared a two-month backlog of paperwork. In conjunction with the head office, I put in place a new schedule for the commencement and completion of all administrative documents going forward. This action ensured that the shop ran in a proper and orderly fashion in line with company policy. As the manager I also consistently sought to conduct myself in a professional manner as I interacted with customers. This experience of customer engagement and professional conduct was extremely beneficial when I stepped into the environment of a law firm.

I’ve always been a highly self-motivated person with a voracious appetite for learning. Having studied history in college I have acquired a passion for the subject which I continue to advance today. From a research perspective, I have gained the confidence to undertake self-directed learning, make the most effective use of my time and resources, and increasingly define my own questions and goals. Sport, especially hurling, has also been instrumental in my personal development and has led to a keen appreciation of teamwork which I would rely on to thrive in the collaborative environment of Byrne Wallace. An additional benefit of being part of a GAA club is the frequent opportunities to get involved in events such as the Hurling 7’s. Within university I have also sought to consistently get involved and compete. As a member of UCD Student Legal Service I have attended training seminars and facilitated legal clinics for students. In 2015 I entered the UCD Negotiation Competition where despite being a novice I reached the quarter-final. I’m also a member of the UCD Law Society and was a finalist in the 2017 Vivian Lavan Memorial Moot. As an intern I would bring the same drive with me and would actively seek to immerse myself in the culture of the firm by engaging in the sporting and social events organised around the internship programme.

Overall, I believe that based on my experience, skillset and values I am an excellent candidate for the Byrne Wallace Summer Internship Programme.

Thank you for your time and I look forward to your response.

Yours sincerely,

Paul McMorrow