Ms. Catherine Guy

Managing Partner,

Byrne Wallace, 572 Riverforest,

88 Harcourt Street, Leixlip, Co. Kildare

Dublin 2 6th January 2017

Dear Ms Guy,

I’m very interested in applying for the position of an intern at Byrne Wallace. I am currently in my last year of completing a Bachelor of Laws degree at Dublin Institute of Technology and I would love to be given the opportunity to experience what life in a law firm is really like.

I am particularly interested in working for Byrne Wallace because my primary interest lies in commercial law. I’m very innovative and I like working on new projects, thinking of solutions and constantly challenging myself as it enables me to improve my skills and abilities. I always set goals for myself and work hard to achieve them.

Additionally, the fact that Byrne Wallace has been successfully providing legal services for over 40 years and that it has been awarded Law Firm of the Year 2016 by the Irish Law Awards gives me confidence in that your firm is at the forefront of this challenging and dynamic area and that I would be surrounded and mentored by real experts during my internship.

In relation to my work experience, I’ve been providing oral interpretations and written translations to Polish people as a freelance interpreter since I’ve commenced third level education. I have assisted my clients in the translation of documents, writing of official letters addressed to statutory bodies and various other organizations as well as providing oral interpretations in hospitals, the Revenue tax office and other places of this sort.

I also undertook a similar role at the Crosscare Information and Advocacy Centre where I’ve been working as a Polish Interpreter for a little over a year now. This has given me the chance to complete an Accredited Interpreter Training. I believe that being bilingual is very advantageous due to the cultural diversity in Ireland and moreover, it will certainly benefit me in my future career as, in circumstances where I will be dealing with Polish clients or businesses it will enable me to advise them without the unnecessary involvement and expense of an interpreter.

Working at Crosscare allowed me to acquire practical information about personal injury and the compensation process, the social welfare system and property law, with particular emphasis on landlord and tenant law as that’s what the majority of clients need advice in. It has also helped me in developing my communication and interpersonal skills.

I now know how to communicate effectively and professionally with people from all social and professional backgrounds while being an understanding and good listener. This again will be a vital skill in my future career as I consider building and maintaining long – standing client relationships and a friendly, professional service to be the key to a successful law firm.

I am aware that being a good team player and the ability to manage time effectively are crucial in this field. My previous role in a busy retail environment provided me with these skills. I learned how to work effectively in a team and how to manage my time well as at that point I had to divide up my time between working and being a full time student.

I am an enthusiastic and dedicated individual and I understand that this internship involves a high level of commitment that I am fully capable of providing.

I would be pleased to attend for interview at any convenient time and look forward to hearing from you.

Yours sincerely,

Paulina Padlo