To whom it may concern,

My name is Róisín O'Sullivan and I wish to apply for a internship with your firm. I am currently a final year law student in UCD, and plan on undertaking the FE-1 exams in 2016 and 2017. After meeting your firm at the recent UCD Internship fair, I feel that I would be well suited for a internship in your firm.

As you will see from the enclosed CV, I have a real commitment to the areas of work undertaken by Byrne Wallace, having gotten high marks in many of the areas your firm practices in, including administrative law and employment law. I have a strong interest in the areas of law you practice in, and I feel a internship with your firm would give me the hands-on experience necessary to excel in my future legal career.

As I hope is clear from my CV, I have skills and qualities which would be vital to working in your firm. My internship with the Irish Penal Reform Trust allowed me to develop some of the legal skills I had developed in my legal education, including legal research, a skill I put into practice with my research on the Victims Rights Directive and its upcoming transposition into Irish law. The effective legal research I carried out was vital to my completion of a briefing on this directive, and also allowed me to be able to answer questions posed by the European Union Agency on Fundamental Rights.

From my experience in customer service and hospitality, most recently as a waitress in Milano Blanchardstown, I have had the opportunity to develop my interpersonal, and multitasking skills in a high pressure working environment. It's also been an opportunity to develop my leadership skills, as I often take on an informal role as trainer for new staff. Through my jobs in hospitality, I have developed excellent interpersonal skills, which are vital to the work your firm does, and which will allow me to build a positive rapport with a wide range of clients encountered in your firm.

In addition to my academic and working commitments, I am the Public Relations Officer for the UCD Saint Vincent De Paul society. In my position I maintain the positive public image of the society, by updating the society's social media accounts, and organizing and publicizing society events and campaigns. I also volunteer, by taking part in the society's soup run every week, where myself and a number of other students distribute food and clothing to Dublin's homeless community. My work with Saint Vincent De Paul not only demonstrates my interpersonal skills, and ability to multitask, but also my initiative, and my willingness to take on new responsibility, in addition to my academic and work commitments.

Through my experiences as both a college student and a working individual I have developed and enhanced many skills essential to a traineeship with Byrne Wallace, such as an ability to complete legal research, effective communication skills, organisational skills, clerical experience and efficient problem solving. I would truly appreciate any opportunity which you offer, and am available for an interview at your convenience.

Thank you for your consideration.

Yours faithfully ,

Róisín O'Sullivan