Byrne Wallace

88 Harcourt Street,

Dublin 2,

D02 DK18,

Ireland

To whom it may concern:

I am writing to apply for the Summer Internship Programme advertised on your company website. I have included a copy of my CV for your consideration.

I have always been interested in a career in law. As part of my transition year work experience programme, I worked under John Trainor Senior Counsel. We attended a number of commercial court cases and researched the judicial system as part of our work experience and it was this time spent in the courts that I decided I would like to pursue a career in law. Last year I completed an Erasmus in University College London. During my time there, I did work experience in two law firms, Kidd Rapinet LLP and Kerman & Co. LLP. I thoroughly enjoyed my time there. My experiences in these law firms, as well as the skills I garnered, further enhanced my interest in law. I am very interested to learn more about the law and the day to day workings of an Irish law firm.  I have a particular interest in commercial law, as I have some work experience in this area, however, as I note your firm offers services in a wide range of legal areas, I would be excited to learn more about those areas also.

I would be delighted if you would consider my application for a number of reasons. I am an ambitious, hard-working and diligent individual. I believe this is reflected in the improvement of my grades from the 1st to 2nd and final year of my degree, moving from second class honours to first class honours. I believe my ambition and commitment is also reflected in my extra-curricular activities. In April 2012, I qualified as a sailing instructor and in both piano and violin, I have achieved high results in a number of grades. I work well with a team, an attribute I believe is necessary when working in a law firm, and I also believe I can be a strong leader. Throughout my years in school and university, I have participated in a number of teams. During my time at University College London, I joined both the hockey and tennis societies. As part of a politics assignment in university, each student was assigned to a different political party of a particular country with the aim of forming a coalition government. As party leader, I delegated work to my fellow members to ensure all policy areas of our party were considered in the negotiations, whilst ensuring that all members were given a chance to participate in the negotiations. We successfully formed a coalition government and regret we are not in power! I believe this experience greatly improved both my leadership and communication skills. Furthermore, I believe I have improved my leadership and communication skills through my work as a sailing instructor. My time working as both a shop assistant and waitress has greatly improved my communication skills by developing strong customer service skills and a good telephone manner. I also learned the importance of punctuality and the ability to work well under pressure. The skills I learned working in Marimar and Powerscourt Arms Hotel have further influenced me to pursue a career in law. These included the ability to listen, understand customer requirement and to deliver the best possible service. These communication skills are essential in law firms for developing strong client relationships.

I look forward to you favourably considering my application.

Yours faithfully,

Rachel Tarrant