5th February 2019

Byrne Wallace,

88 Harcourt Street,

Dublin 2

To whom it may concern:

I am writing to apply for the Summer Internship Programme 2019 as advertised on your company website. I have included a copy of my CV for your consideration.

I would be delighted if you would consider my application. I have a keen interest in pursuing a career in law. I sat four FE1 exams in October 2018 and passed two exams but am confident that I will pass three in March 2019, thus I am very interested to learn more about the law and the day to day workings of a law firm. Throughout my college degree, I strove to achieve the very best performance I could, which is reflected in my achievement of attaining a first-class honours degree award and my successful completion of an Erasmus in University College London which is ranked among the top 20 universities in the world. In my pursuance of a career in law, I am striving to work in one of the very best firms and Byrne Wallace is top tier across all departments. As I note, Byrne Wallace was awarded the Chambers Europe Ireland Client Service Award 2017 and was named the Law Firm of the Year 2016 at the Irish Law Awards. Byrne Wallace has a very successful internship programme and I would be grateful for the opportunity to work in a firm that strives for excellence.

During my time in London, 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 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, and 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 Brown Thomas have further influenced me to pursue a career in law. These included the ability to listen, understand customer requirements and to deliver the best possible service. These communication skills are essential in law firms for developing strong client relationships, and, as I note, strong client relationships is a hallmark of Byrne Wallace.

Finally, I believe that diversity is a key to the success of any law firm. As a non-law student, I believe I can add greatly to this diversity. My Bachelor of Arts International degree has enabled me to develop critical thinking and gain experiences that differ to those of a law student. Thus, I believe I can bring a new way of looking at problem solving which would work well amongst a team of law students.

I look forward to you favourably considering my application.

Yours faithfully,

Rachel Tarrant