15A Albert Road

Sandycove

Co. Dublin

Ph: +353 86 336 8566

E: [Rachel.burke2@ucdconnect.ie](mailto:Rachel.burke2@ucdconnect.ie)

6th February 2019

ByrneWallace

88 Harcourt St,

Saint Kevin's,

Dublin,

**Re: Application for the position of Summer Intern**

To whom it may concern,

My name is Rachel Burke and I am writing to you for a position on the ByrneWallace Summer Internship Programme. Please find enclosed a copy of my CV for your review.

I am a third-year student studying Business and Law in University College Dublin. Over the past two and a half years at university my interest in Law, and particularly commercial law, has grown exponentially. From my exposure to high-pressure work environments and business and legal orientated course work, I have developed strong research and analytical skills as well as teamwork and communication skills which I believe would help me to excel in an Internship Programme in ByrneWallace.

Byrne Wallace’s emphasis on team-work really appeals to me; the idea that excellent client service manifests from greater collaboration, comradery and communication. My interest in sport, particularly hockey, is evidenced in the various teams I have played for and moreover in my role as Vice-Captain of the Rathdown Senior Cup Team 2016. Hockey is a game of respect, inclusion and integrity. Not only have I always enjoyed being a part of a team, I believe in my years of experience I have demonstrated leadership and communication skills which will stand to me in my work life.

I have been able to develop good interpersonal skills through my involvement in University life outside of academics and through various work experiences. I was selected to be a part of this year’s Commerce and Economics society unit. In this role, I aim to encourage more involvement from students in the various events held throughout the year. My work, both as a retail shop assistant and a hockey coach, has shaped my approachable and personable nature. Being involved in a retail shop environment provides a unique experience face-to-face with customers. ByrneWallace’s impressive and wide client list demands exceptionally excellent client collaboration with every interaction.

I am particularly drawn to ByrneWallace’s attention to Corporate Social Responsibility with its commitment to investing in the community and improving the environment. My trip with Habitat for Humanity to Romania in 2014 involved working together with my classmates to build a house for an under-privileged family. The project required immense commitment and enthusiasm to build staff morale and create the positive work environment necessary for such a task. ByrneWallace’s belief that how it operates internally reflects how it operates internally is based on core values that I can relate to and develop on.

As ByrneWallace is a progressive firm whom encompasses all aspects of corporate and business law, I believe that my degree has provided me with good preparation for a career in the firm. Having studied law and business, I have a unique lens through which I can analyse the law; a corporate lawyer must not only know the law but have business acumen and commercial awareness. My participation in Ronan Daly Jermyn’s Summer Internship Programme was an invaluable experience. I worked closely with some of the Senior partners of the firm where I was exposed to the fast-paced work environment of a law firm. I was challenged throughout the four weeks I was there, however, my ability to adapt seamlessly to ever-changing surroundings allowed me to prosper in the legal-working environment.

Being a corporate lawyer is incredibly appealing to me due to its challenging, yet rewarding, nature. I am particularly interested in the area of litigation and I would be very interested in the opportunity to work in ByrneWallace’s pre-eminent Litigation department. There is huge satisfaction to be found in working one-on-one with a client but also in being a part of, and representing, a leading Irish law firm like ByrneWallace. ByrneWallace prides itself on expert lawyers who are focused on supporting, protecting and promoting client interests; key values I can relate to and develop on. Given my high level of ambition and real enthusiasm, I believe I would adapt seamlessly in to ByrneWallace’s philosophy and culture and prove to be an asset to the firm.

Thank you for giving my application your time and consideration. I look forward to hearing from you.

Kind Regards,

Rachel Burke.