Rachel Seville

6 Seabury Vale,

Malahide,

Co. Dublin.

Dear Sirs,

I am writing to you to express my interest in ByrneWallace. I am interested in applying for the Summer Internship programme. ByrneWallace has a reputation of legal excellence and high professional standards. I believe that the opportunity to work in this firm would provide me with a unique platform and an environment to develop into one of the many talented lawyers you recruit. I believe ByrneWallace is a place where I could add value through my interpersonal skills, work ethic complemented by my interest and experience of the inner workings of a law firm. Byrne Wallace has always appealed to me due to the unique partner-led approach with clients that ensures the highest quality of legal services.

I graduated from Dublin Institute of Technology with a high second-class honour Bachelor of Laws Degree. I graduated third in my class. I am particularly interested in working in ByrneWallace as my primary interest lies in commercial law. Having kept up to date with your published material on LinkedIn I believe your Firm is at the forefront of many challenging and complex areas of law such as GDPR, the new Pre-Contract Investigation of Title system and key changes in employment law. ByrneWallace continues to grow, expanding departments and I would like to be apart of an evolving and growing firm such as ByrneWallace.

As you can see from my CV, I have recently gained valuable work experience as a Legal Secretary in O’Sullivan & Associates Solicitors. This position enabled me to develop a solid working knowledge of practice and procedure in a busy law firm. During my time there, I gained experience in client contact, researching and drafting documents, assisting in the preparation of briefs and affidavits. In addition, I am aware that an ability to work effectively with clients and colleagues is crucial to the success of this role I have developed excellent communication skills working as a legal secretary. Attention to detail was also integral to my role, in particular when transcribing correspondence or legal documents.

As a recent graduate my objective is to be in a position where I can maximise my potential as a productive and active individual giving quality performance at all times. I believe the Byrne Wallace Summer Internship programme would provide me with a well-rounded experience of legal excellence as one of Irelands largest firms.

Thank you for considering my application, I look forward to hearing from you .

Yours Sincerely,

Rachel Seville