

Rebecca Murphy

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Ms. Beth Onslow
HR Administrator
ByrneWallace
88 Harcourt St
Dublin 2

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Summer Internship Programme

Dear Ms. Onslow,

I would like to apply for the ByrneWallace Summer Intern programme. At present, I am studying for the DIT Postgraduate Diploma in Law. I recently graduated from Trinity College with a 2.1 honours degree in English Literature and Classical Civilisation.

ByrneWallace's numerous accolades for client services are very impressive. I share your commitment to providing excellence in this aspect. Having had extensive experience in the service industry, I am familiar with the commercial and personal satisfaction to be gained from going above and beyond for clients. When working in The Butler's Pantry, I developed personal relationships with many of the customers I served. I understand that maintaining solid relationships with clients is critical to commercial success.

I appreciate that ByrneWallace is looking for an intern with a good work ethic who will fit in to the team. I am willing to work hard and for long hours. This is evidenced by the part-time job and society commitments that I undertook at university in addition to my studies. My positions of responsibility at The Butler's Pantry and supervising exams in St Andrew's College indicate that I am reliable and trustworthy. Furthermore, I have developed flexibility and patience from working with children and unhappy customers. Every job that I have had has involved working with people. I am a naturally positive and enthusiastic person and for this reason I work well in teams.

I very much want to secure a summer internship at ByrneWallace, followed by a traineeship in the future. I have had the opportunity to speak with people who have worked in ByrneWallace, and they enthusiastically told me of the feeling of being listened to by the firm, the sense of a genuine 'open door' policy, and the immensely collegial atmosphere. I am conscious that ByrneWallace makes a considerable investment in trainees and will want a return on that investment in the longer-term. I believe that I could bring new business to the firm down the road.

Thank you in advance for your time and consideration.

Yours sincerely,

Rebecca Murphy

