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13/02/2016

Dear Sir/Madam,

I am a penultimate year student at University College Dublin pursuing a Bachelor’s degree in Business and Law. After attending the UCD Internship Fair this month, I was impressed with what I learned about the firm and the structure of the internship programme. I would be most grateful if you would consider my application for a position on the Summer Internship Program at your firm for 2016.

I have admired and been interested in the legal profession from a young age. In secondary school, I completed work experience in Arthur Cox Solicitors in the property and litigation departments in October 2011. My passion for the subject was confirmed in March 2015, when I was selected to participate in the Corporate & Commercial Law Study Visit to London organised by UCD Careers. I have found that law offers extremely broad choices and I know that I would find the career to be very rewarding.

Having obtained a distinction in RIAM Grade 8 Public Speaking, I learned the true value of clear communication and can see how vital it is in practicing law. I am a quick learner and am very receptive to learning new skills and concepts. I am a calm, organised and intuitive person. In my part-time job as a phlebotomist, clerical worker and healthcare assistant, I have had to cope with very stressful situations and I feel that I would be more than able for any task that you would expect of your interns. Working in Beacon Hospital and AMOSS Solicitors has made me appreciate high performance and teamwork greatly in the workplace, as well as ensuring that the clients are always looked after. I value integrity highly in every task I am given. I would love to work in a profession which enables me to help people with their problems, thus providing excellent problem solving and customer care in a very stimulating environment.

I am applying for an internship at ByrneWallace because the firm has a diverse range of areas of practice, many of which interest me greatly. My background in business and law would aid me in learning more about areas like Mergers and Acquisitions, Corporate and Banking and Finance. I have a keen interest in languages, and I am very interested in foreign cultures, which makes me admire the international work completed by your firm in places like Dublin and New York. I bring energy and enthusiasm to the work that I am presented with, and I relish new tasks that I am given. I hope that you will consider my application and I would be grateful for an opportunity to meet with you to discuss my application in greater detail.

Yours sincerely,

Robert Murphy