21 North Avenue

Mount Merrion

Co. Dublin

21th February 2016

**RE: Summer Internship**

It is with great enthusiasm that I am writing to apply for the summer internship position at Byrne Wallace. I am a UCD Business & Law graduate and have spent the past 18 months working as an integral part of the Category Management team in Topaz Head office. Through this experience I gained great insight into the legal structure of a large commercial company, and this encouraged me to sit my first set of FE1 examinations in March.

Byrne Wallace has a long standing reputation of excellence in litigation and corporate law and these are areas of particular interest to me. The purchase of Esso by Topaz in 2015 provided a fascinating insight into the acquisition process of a large commercial firm. My involvement in the process has instilled further confidence in my desire to seek a career in law.

During my time at Topaz I was directly involved in negotiations with suppliers, and worked closely with the company’s legal department to ensure our stores complied with retail legislation. I presented recommendations to senior management on ways we can improve sales and service by altering the layout of our stores and maximising promotional offers. It involved a great deal of independent research, requiring initiative, self-motivation and a wide range of skills. On top of my existing responsibilities, I also volunteered to manage the office café allowing me to develop and expand on my strong leadership and organisational skills.

I admire the strong emphasis that Byrne Wallace places on teamwork and service. My experience planning and implementing shop promotions required a high degree of cross functional teamwork with other departments. In addition, engaging in company social events such as the Hell and Back fundraiser, the office retreat and the Topaz soccer team further highlight my strong belief in teamwork and co-operation.

As the key point of contact for Topaz employees from our 158 stores, it was my responsibility to handle all shop/product related queries in a timely manner and with utmost care. In addition I developed excellent relationships with our suppliers and established a reputation for being reliable and trustworthy.

I am willing to work hard and believe that my enthusiasm, excellent communication and organisational skills make me an ideal candidate for the summer internship at your firm. Thank you for your time and consideration.

Yours Sincerely,

Rory O’Huiginn