Sinead Fox

HR Administrator

ByrneWallace

88 Harcourt Street, Dublin 2

Dear Sinead Fox,

I am a First Class Honours final year law student writing to you to express my interest in the Summer Intern Programme 2016. I am passionate about pursuing a career as a commercial solicitor and given ByrneWallace’s commercial focus and international dimension I believe a Summer Internship with the firm would be the perfect fit for my interests and skills.

Throughout my undergraduate degree at Maynooth University, I have taken every opportunity to prepare myself for a career as a commercial solicitor. I have excelled in modules such as Company Law, Economic Analyses of Law, Alternative Dispute Resolution, International Law and Banking and Financial Law. Studying these subjects has strengthened my understanding of commercial law and international business. I have gained significant experience with detail-oriented work and have further refined my research, writing and analytical abilities. These skills, as demonstrated in my written assignments, have been commended by lecturers. I received the highest overall grade in my LLB class in both Second and Third Year. Moreover, I have a keen interest in technology law, heightened by recent developments in data protection and cyber security. In 2015, I took a specialised module in Civil Liberties that examined these areas of law. I enjoyed examining the implications of recent developments for global communications and trade. ByrneWallace’s cutting-edge technology practice – including advising industry leading technology firms such as Swrve and Clavis Insight – further inspired me to pursue a career with the firm.

In addition to my academic study, I have pursued a vibrant role on campus, serving as the Maynooth Law Society PRO and as a Committee Member for the Sociology Department organising Maynooth’s inaugural Politics and Economics Convention. While my academic credentials are strong, I have developed complementary skills in the working environment. My considerable experience working in high-level retail (COS, Hugo Boss, Henry Jermyn and TM Lewin) has fostered my dedication to providing the highest quality client service. Understanding clients’ needs is a key value at ByrneWallace and I relish the thought of further honing my professional skills and providing excellent service as a member of the team at ByrneWallace. I enjoy working in a fast-paced commercial environment dealing with clients. Through my navigation of the challenges that occasionally arise in the retail context, I demonstrated the ability to be adaptable to both my employer’s and customers’ needs. I have been entrusted to train all new staff in the menswear department and I have a proven record of surpassing sales targets. I have been commended for my teamwork skills, in particular over the busy Christmas period. I take pride in meeting my goals efficiently while also delivering excellent personal service, which was praised by the management at my most recent performance review.

The skills I have gained during my four years at Maynooth University, my dedication to clients and the strong commitment I have to working as a commercial solicitor make me a strong candidate for the Summer Internship at ByrneWallace. I am excited at the prospect of working at the firm. I have attached a copy of my Curriculum Vitae and I would appreciate the chance to further discuss how I could contribute to ByrneWallace as a Summer Intern. If you wish to contact me, I am available at 00353851473579 and ross.power.2013@mumail.ie. Thank you for your time and I look forward to hearing from you.

Sincerely,

Ross Power