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Head of Trainee Programme,

ByrneWallace,

87-88 Harcourt Street,

Dublin 2.

25th February 2016

To whom it may concern,

I wish to apply for a Summer Internship 2016 with ByrneWallace, Dublin.

I’m currently in my penultimate year in Trinity College Dublin. I am due to graduate with a Law degree in May 2017.

Following my summer internship in 2015 with P.J. O’Driscoll Solicitors and having experienced a commercial law firm operates, I am now interested in applying for an internship with ByrneWallace, a leading Irish firm in this area. I have gained part-time work experience across a range of commercial entities, ranging from small businesses such as Vista Bistro, to world-class venues, such as the Aviva Stadium. I have thus developed an understanding of the importance of client relationships, effective communication and ability to work well in a team.

I strive to set and achieve high standards in every area of my life whether that is in terms of academic standards, music or social engagement, as can be seen from my attached CV. I am a highly committed and hardworking individual as can be seen through my role as Secretary of our college society of Trinity Vincent de Paul. I have gained invaluable experience in working within a team environment in many society and sporting activities, namely, playing for Belvedere Hockey Club and through my role on the Trinity Vincent de Paul Fundraising Committee. I have been in numerous leadership positons throughout my time in secondary school and college. I was nominated as Student Prefect in 6th Year and was a Student Mentor to incoming first year students in Trinity College.

Having done extensive research on your summer internships, I was very impressed by the level of induction, training and support on offer to your interns. Your company’s commitment to clients and pro-active approach in helping them prepare for both the challenges and opportunities which lie ahead is highly commendable, and something I strive to be a part of.

I am available for interview at your convenience,

Yours faithfully,

Sam McMahon