**35 Pembroke Park,**

**Ballsbridge,**

**Dublin 4**

**Byrne Wallace,**

**88 Harcourt Street,**

**Saint Kevin’s**

**Dublin 2**

Dear Ms Onslow,

**Re: Dublin Summer Internship Program 2019**

I am writing to express my keen interest in your Summer Internship Program 2019. I am extremely interested in this opportunity; it offers me the chance to learn from a firm with over 30 years of leadership in Irish law. Researching your firm cemented my desire to gain experience with Byrne Wallace this summer, I am particularly impressed by your inclusion and diversity values, expressed in your various initiatives such as fundraising for Special Olympics Ireland and your environmental commitment and policies, they appeal to me as someone who has volunteered as a disabled sports instructor and who is involved in campaigning on all aspects of environmental issues while at university.

As you will note from my CV, I am in the final year of my Languages degree in Trinity College Dublin, maintaining a 2:1 result. Through my studies, I became interested in the law, and the reflections it has on societal development. My desire to achieve academically is apparent in my extra-curricular French debating, where writing about and presenting on different issues has helped my public speaking in French. Through my work experience, I understand that success in a fast-paced work-environment involves partnership, respect and team-work. I have also learned to focus on building good relationships with colleagues and customers, the rewards of this approach are evidenced in my achievements as a sailing instructor where I was asked to return at the end of every fixed-term contract. Also, the large number of repeat and referral business for my child minding services has shown me the repeat business that is created through good customer care. I was elected in two roles for my university’s sailing team, Head of Sponsorship and Alumni, where my organisational, time-management, multi-tasking skills, and innovative nature aided me in raising money for our brand-new boats. My love of water-sports is matched by my enthusiasm for the writings of JK Rowling.

I am a very motivated individual and thrive in a fast-paced and progressive environment, I have been described as enthusiastic, fair, personable and empathetic worker, analysing the big picture but remaining detail-orientated.

I welcome the opportunity to meet with you to discuss my application in greater details. Thank you for taking the time to review my application and I look forward to hearing from you.

Yours Faithfully,

Sarah Greene