Sarah O’Leary

 15 Moyglare Village

 Maynooth

 Co. Kildare

 5 Febuary 2018

ByrneWallace

88 Harcourt Street

Dublin 2

Ireland

Re: ByrneWallace Summer Internship Programme 2018

Dear Sir/Madam,

My name is Sarah O’Leary and I am writing to you in relation to the ByrneWallace Internship Programme 2018. I am a third Year Business & Law student in University College Dublin with a current GPA of 3.77 (First Class Honours) and a top 10 ranking in my year class. I would like to be considered for your programme.

My choice of Business & Law as my undergraduate course was a deliberate one as it gives me exposure to two distinct but linked disciplines. To complement my studies I hope to gain experience of these areas in commercial working environments. Last summer (2017), after returning from 6 weeks spent volunteering overseas in Tanzania teaching English and computers, I got an insight into a legal environment when I completed a 5 week placement in McDowell Purcell Solicitors, where I undertook roles in the preparation of upcoming disciplinary inquiries. I attended a number of witness calls and drafted witness statements. I assisted in the preparation of core books of evidence for disciplinary inquiries, thus getting excellent exposure to the legal documentation involved. In all of these roles I was exposed to the firms dedicated case management data base system, Evolve. During my placement I assisted at call ups in the High Courts, accompanying the Managing Partner of the firm. I was tasked with drafting and issuing correspondence to Counsel, Medical Experts and witnesses. I got the opportunity to attend the weekly team meetings between the partner and solicitors, thereby getting an insight into the work that they both carry out and how case load is managed and monitored. This summer I hope to build on this legal experience.

I believe that the ByrneWallace Internship Programme provides a perfect fit for me in terms of career ambitions, my academic strengths, work ethic and interests. Your internship programme offers insight, structure and involvement in one of the largest and award winning Law firms in Ireland that would allow me to apply the knowledge and skills that I have worked so hard on over the previous three years while also building on this through working on real cases, projects and deals within an experienced team.

The mentoring which you receive as an intern in ByrneWallace also interests me greatly, as the end goal when I leave college in 2019 is to hopefully become a trainee and begin my career in law. As a proactive person, I believe this internship would be an excellent first step in reaching that aim. Your progressive law firm and emphasis on collaboration and diversity is an environment that I believe I could thieve in.

I am extremely determined and hardworking and this has been reflected in my schooling, college and also extracurricular activities. I consider myself to be a real team player, a skill which I really developed last summer working so closely with my fellow 20 volunteers but also the local community in Ruaha Village. Some of my best grades I’ve received to date have involved group projects and presentations, which of course were not without their challenges, but I would certainly attribute some of the success of these assignments to the contribution I made in terms of leadership, communication and organisation.

I would be most grateful for your consideration of my application. I believe with my academic success and personal drive, I would be a suitable addition to your firm.

Yours faithfully,

Sarah O’Leary