2 Fortfield Terrace,

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Ms Sinead Fox,

Byrne Wallace Solicitors,

87-88 Harcourt Street,

Dublin 2.

23th February, 2016

**Re: Application for Summer Internship**

Dear Ms Fox,

I would like to apply for a position with Byrne Wallace for the 2016 summer internship programme.

I am a recent graduate from the Michael Smurfit Graduate Business School, earning a 2.1 M.Sc Management degree. I obtained my undergraduate degree from Trinity College, with a 2.1 in Sociology and Philosophy. Currently I am interning two days a week with Barron Morris Solicitors, a general practice, while I study for my first set of FE1 exams, to be taken in this coming March.

I am seeking an internship for this coming summer to gain experience of working in one of Ireland’s leading law firms. I would like to obtain some insight into corporate and commercial law and the mechanics of a large legal business and how it operates.

I have previously interned with the Boyne Valley Group for three and a half months towards the end of last year. I gained great experience in a busy corporate setting. I rotated around six different business units, including Finance, Commercial, Marketing, Field Sales, New Product Department and Quality. I spent 2 to 3 weeks in each business unit, which enabled me to learn and take part in various projects throughout my time there.

I am now interning with Barron Morris, which is a general practice law firm. This experience is helping me develop my legal writing and communication skills, as I am regularly taking attendance notes in court and corresponding with clients. I would like to put my knowledge from these two experiences together and see how a large corporate legal firm, such as Byrne Wallace, operates and how I could best put my skills and interest in the law to use.

I have attached my CV and hope you might consider offering me a summer internship in Byrne Wallace. I would be delighted to be called for interview at any time.

Yours sincerely,

Sarah Plunkett