Ms. Beth Onslow 85 Cherryfield lawn,

HR Generalist Hartstown,

ByrneWallace Dublin 15

88 Harcourt Street 6th February 2019

Dublin 2

Dear Ms. Onslow

I am extremely interested in applying for the ByrneWallace Summer Internship Programme, as advertised on your website. I am currently completing LLB at Technological University Dublin, attaining a 2.1 Honours grade.

I am particularly interested in completing an internship at ByrneWallace as my primary interest lies in commercial law. Having researched your publicity online and from knowledge of your reputation, I believe that your company is at the forefront of this challenging and dynamic area. Having consulted your website, I also noted that one aspect of the Summer Internship involves working as a contributing and enthusiastic member of the team on legal and business issues in which I will be challenged. As, you will see from my CV, I achieved a 1.1 in a group assignment completed during my second year in college. Your company invests in its people and is committed to creating, developing and nurturing an inclusive and diverse workplace where individuals are valued and supported, and I believe I could thrive under these conditions.

I note that providing excellent client service is at the core of your company’s values. As, you can see from my CV, I have gained valuable experience at Tesco Ireland. My role as customer assistant provided me with a strong sense of customer service and, also developed my communications and interpersonal skills. For example, I have worked on the customer service desk which involves dealing with customer inquiries and complaints in person or on the phone. In addition, I am aware that your company looks for excellent grades and that you embrace technology. It is clear from my CV that my grades are constantly improving and in 2015 I completed modules called ‘Word Processing’, ‘Conflict Resolution’ and ‘Communications’ which have dramatically improved my technical skills. I believe that working at ByrneWallace will help me reach my full potential and improve these skills to the best of my ability. I also note that to work for a company like ByrneWallace you need to be driven by motivation and ambition. As, you can see from my CV, I had a poor leaving Certificate, but I didn’t let this stop me. I then went on to complete a QQI Level 5 in Legal Studies in which I placed top of the class with nine distinctions and was then awarded a place in my current course which I will complete this year.

I am a keen team player as demonstrated through many group projects in which I have participated in throughout my employment, college course and on the sporting field. I have also held some leadership roles, such as captain at Verona F.C and Castleknock F.C. This role required good listening and communication skills. I understand that this Summer Internship involves a high level of commitment that I am fully capable of providing. Upon completion of the programme, I would envisage myself as a long-term and valued member of your staff.

I would be pleased to attend an interview at any convenient time and look forward to hearing from you.

Yours sincerely,

Seán Smith