Sean Ballance,

3 Dalkey Rock,

Ardbrugh Road,

Dublin

ByrneWallace,

88 Harcourt St,

Saint Kevin's,

Dublin

Dear Sir/ Madam,

I am in my final year of my BCL in Law and Accounting in Maynooth University and am interested in applying for the summer internship program in ByrneWallace.

I am a motivated individual that is keen to learn and increase my knowledge about the inner workings of a corporate law firm. I am excited at the prospect of working as part of a team to complete tasks and have learnt the importance of working in a team through my extra-curricular and academic activities, as I have participated on various sports teams and in a number of group projects.

I have spent the previous two summer working as an intern in an accounting firm in Dublin. However, I am specifically interested in the legal aspects of my undergraduate degree, to that end I am interested in pursuing a career in corporate law. I also feel that my degree would be very useful to the work entailed in a corporate law firm. During my time at PKF O’Connor, Leddy & Holmes, I have gained knowledge in how to work in a professional services firm. This has been obtained by reporting to directors of the firm, following detailed instructions and implementing these instructions in a timely and accurate manner. I feel that the experienced gained would be of assistance to a career in corporate law.

I would welcome the opportunity to complete an internship in ByrneWallace, as it one of the top corporate law firms in the country, granting me the invaluable opportunity to gain a wealth of knowledge and experience working in your firm. Having been awarded excellence in client services in 2018 at the Clinch Wealth Management Irish Law Awards, it is easy to see why any law student would want to complete an internship at ByrneWallace. I am also very fond of ByrneWallace’s CSR, as you donate to various charities, participate in fund raisers while and support the local community through the St John of God’s working placement.

I feel that ByrneWallace would be a good fit for me and that I would both enjoy and learn an abundance of knowledge if given the opportunity to work there.

Please find my cv and the rest of my application along with this cover letter. I will be available for interview if you feel it would be of benefit.

Thanking you in anticipation,

Sean Ballance