Sean Ballance,

3 Dalkey Rock,

Ardbrugh Road,

Dublin

ByrneWallace,

88 Harcourt Street,

Dublin 2

Dear Sir/ Madam,

I am currently going into my second semester in my master’s in finance in the Trinity Business School in Trinity College Dublin 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 in the legal sector by working in 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.

During the last summer I completed an eleven-week internship with the law firm Eversheds Sutherland. I worked in the corporate department working under a senior partner in the firm. This was my first exposure to the work of a corporate law firm and I thoroughly enjoyed my time at the firm feeling that I both learnt and developed as an individual from the experience. I learnt valuable skills such as public speaking, professional etiquette and teamwork during my time at the firm which will help me throughout the rest of my career. I have also spent two summers working as an intern in PKF O’Connor Leddy & Holmes, an accounting firm in Dublin. This being my first exposure to a professional services firm meant I had to learn quickly about the efficiency and accuracy of work needed in a firm.

I would welcome the opportunity to complete an internship in ByrneWallace, as it is one of the leading corporate law firms in the country, granting me the invaluable opportunity to gain a wealth of knowledge and experience working in your firm. I am also very fond of the firm’s Corporate Social Responsibility which include their work with St. John of God’s and Breast Cancer Ireland.

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