Shauna Burke

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ByrneWallace

88 Harcourt Street,

Dublin

Dear Sir or Madam:

**Summer Internship**

My name is Shauna Burke and I am applying for a summer internship with ByrneWallace. I am currently studying Business and Law in University College Dublin and I am in the third year of my degree. Currently, I have a GPA of 3.33 (2.1 Honours) and am expected to graduate in May 2018.

I have an inherent interest in this internship as I have a passion for both business and law. I know that ByrneWallace operates a very diverse firm in a dynamic sector and I feel that I would be an asset to a firm such as yours due to the fact that I am skilled at adapting to ever changing circumstances and using my initiative to procure a positive result from any problems I may face. I have always had a love for law and from the moment I began studying it in a university setting I realised that I would like nothing more than to pursue a career in law. This discipline intrigues me as it provides fresh challenges every day and this would give me an opportunity to develop skills I have honed throughout my life. I am particularly interested in ByrneWallace as I think I would gain valuable knowledge from the experts that are an integral part of your firm. I would like to be a part of your firm in particular due to the past successes of the extensive training programme you provide and also to gain exposure to the inner workings of a high tiered law firm like your own.

As can be attested to by my referees, particularly my former manager in Next, I am highly trustworthy and dependable and can maintain confidentiality. Throughout my entire four years of employment in Next, my punctuality was unparalleled, and there was not a single occasion on which I was late or had an absence. I am also unique in that I am dogged in my determination once I apply myself to a task, but can also remain aware of the circumstances around me. I have studied and taught ballet for the past 16 years and have completed many exams over the course of this time, obtaining only distinctions and merits. My years working in retail have given me an appreciation of the value of teamwork, and I am able to work extremely well whilst part of a team, however, I also endeavour to retain my individuality whilst engaged in teamwork, a skill I feel would be of much use in a law firm such as ByrneWallace.

# I hope to gain valuable experience from this summer internship if I am selected. It would be an honour to work as a summer intern in ByrneWallace, which I know is one of the top law firms in Ireland, and I feel it would would give a true reflection of what the Trainee Programme is like in your firm. I understand that you are looking for a dedicated intern who is driven to succeed. I worked incredibly hard for the Leaving Certificate and I was motivated throughout as I knew the only course I wanted to study was Business and Law in UCD. I continue to be motivated and enthusiastic throughout college as I am determined to succeed and ultimately end up with a traineeship. I have a keen interest in business and in my 6th year of school I was awarded Business Student of the Year which was a great honour. I find contract and company law stimulating and I would love to gain some real life experience working in these areas. I have a keen interest in corporate law but I am also intrigued by other aspects of law and I think your rotation system within your Trainee Programme would allow me to experience all of the other aspects of law.

I look forward to hearing from you and can be contacted on my mobile (087) 6226491. I am also available for an interview any time, if required.

Yours Sincerely,

Shauna Burke