Glanmore

Ashford

Co.Wicklow

 12th February 2016

To Whom It May Concern,

 I am currently a law and business student in my third year at Trinity College Dublin and I am interested in applying for your 2016 summer internship program.

 Byrne Wallace practice in areas of law that I am highly interested in and wish to gain further experience. I chose to study both law and business with the intent of working in a commercial law firm. I want to gain knowledge in the areas of corporate law, employment, tax and mergers & acquisitions.

 I understand that in order to work in an international commercial law firm it is crucial to understand the client’s business. My studies and work experience have given me a great deal of commercial awareness; I am interested in working in a client focused practice such as Byrne Wallace.

 I have work experience in the hospitality sector, a highly commercialized and client facing industry. I have experience in handling highly pressurized situations and quickly solving disputes that may arise. Customer satisfaction at all times is key in the hotel industry and I am highly versed in delivering excellent service at all times. I have also acquired the necessary skills to operate in a busy office as part of a team. Communication with your colleagues and clients, a high degree of organization, time management and prioritizing my work load to achieve critical time lines are all skills that I apply in my current role.

 Last August, I interned for a period in Carroll Kelly O’Connor Solicitors and gained an insight into what is involved in the day to day operations of a law firm. I carried out research for the partners, prepared briefs, drafted emails and letters to clients, answered phones and dealt with the public. I gained knowledge in the areas of litigations, probate, emigration, criminal and conveyancing.

 I have interned for the District and Circuit courts in Wicklow and Bray where I gained an insight into the operation of the law in the courts. I sat in on court proceedings, issued summons and did general administration in the offices.

 Byrne Wallace have appealed to me in a way no other law firm has. I believe this firm has a lot to offer and I would be excited at the opportunity to work here.

Thank you for considering my application and I look forward to hearing from you.

Warm Regards,

Shiun Power