

Sinéad Fox.
HR Administrator,
Byrne Wallace,
88 Harcourt Street,
Dublin 2.

Dear Ms Fox,

I am writing to apply for a place on the summer intern programme at Byrne Wallace this year. Having recently completed my BCL degree in 2015 in University College Cork, I am now an LLM student in UCC.

I am applying to Byrne Wallace primarily because of the firm's reputation of excellence in fields which really interest me, in particular the field of employment law. In my final year, I studied this area of law in detail, focusing particularly on employee contracts, working conditions and industrial relations. I completed an assignment which was based on discrimination in the workplace with an emphasis on resolving employee disputes. I found researching this area of law to be complex yet extremely rewarding. That said, I am also impressed by Byrne Wallace's reputation for comprehensively training its interns, while giving them serious responsibilities. This kind of work-oriented approach to training certainly appeals to me, as I am glad of any opportunity to work as a useful part of a team, while being shown how to improve my ability to contribute.

Since September 2015, I work part-time in a law firm in Cork City which has allowed me gain experience in many areas of law including property, litigation, family and probate. I began my work there as a summer intern, and worked over the three months voluntarily before being asked to work there part-time throughout the year. I work closely with one partner and one solicitor, and enjoy a varied workload from each of them. I have become acquainted with the daily workings of a small but busy law firm, including billing hours and preparing memos of all phone calls and client interactions that I am involved in. I am also tasked with organising files, updating the wills register, preparing documents for the Property Registration Authority and corresponding with clients. These activities have taught me to multitask efficiently and work adeptly under pressure. I draft wills and powers of attorney for various clients, and have prepared contracts and requisitions on title for many conveyance files. I attend court regularly to observe and assist the solicitor. This experience has been invaluable in gaining exposure with court procedures and the strategy involved in litigation. I have refined my writing skills through constant communication with clients and their representatives, a responsibility I find both enjoyable and beneficial. The work is fast-paced and often challenging as new deals are always in progress. I feel that I thrive in this type of environment and find that dealing with clients on a day to day basis has greatly enhanced my client service skills.

As well as having a part-time job, I am actively involved with UCC's law review. This year I was elected the deputy-editor in chief of Cork Online Law Review. It was my job to interview potential board members for this year's committee. Dealing with a large number of students and selecting suitable candidates for the law review required patience and the ability to deal effectively with others. I was also responsible for organising editorial workshops to ensure all the students elected understood the editorial process we were using. These workshops required a significant amount of work, but also meant developing my communication skills such that I could confidently and succinctly explain the editorial process of a law review to a room of my peers. I am also responsible for coordinating all the committee's reviews and providing detailed feedback and guidance to any member who is experiencing difficulty. Moreover, attending to these responsibilities while keeping up to date with

my coursework and maintaining a part-time job, require that I exhibit the kind of discipline and organisation which I feel could be put to good use at Byrne Wallace.

Please find enclosed my CV, along with a soft copy version of the application form. I would, of course, be more than happy to answer any questions you should have. Thank you for your time and consideration.

Yours sincerely,

Sinéad Harrington