To Whom It May Concern,

My name is Sophie Ryan, and I am a 23 year-old History graduate from University College Dublin. I am writing to you with the hope of being considered for your internship programme commencing in June. My work experience has been primarily within the administrative and hospitality industries, and I have always held the legal profession in very high regard. Since receiving my degree, I have decided to pursue my ambition to qualify as a solicitor, and plan to undertake my first round of FE1’s in October 2020. As somebody with a keen interest in employment, property and corporate law in general, the opportunity to be considered for a role within a firm such as ByreWallace would be terrific.

 Throughout the course of my work experience and education, I have developed a number of attributes that I regard as indispensable to the work of a legal practitioner. Firstly, I hold my communication skills second-to-none, and not only am I extremely able to work with a multitude of diverse personalities, I thoroughly enjoy it. I have a balanced and calm attitude when faced with a problem, and the ability to remain focussed on the task at hand and see my efforts through. I possess impeccable time-management skills, and a reliable, sound and innovative work ethic.

 I consider the skill-set I have developed over the course of my studies extremely beneficial to this role. Much of my course work relied heavily on my ability to efficiently research and extract relevant information from large volumes of text. Equally, it allowed me the scope to hone and perfect my writing and analytical skills. My primary area of research for my dissertation focussed on the development of the Irish government’s drug policy during a relatively recent period; the heroin epidemic between the years 1970 to 1996. Given that many government documents are classified for 30 years, little analysis had been conducted on this topic previously. This gave me the opportunity to form unique and original arguments, and due to the relatively scarce amount of material available, allowed me to maximise my ability to focus on the importance of attention to detail.

 My experience working in the hospitality industry has provided me with skills that I consider both relevant and advantageous to the legal profession. While the two sectors differ in nature, I regard the ability to work alongside a variety of personalities, think quickly and respond to uncertain situations appropriately a necessity to both lines of work. Moreover, I believe that the capacity to remain efficient, focussed and productive under pressure is essential to succeed in one’s career, and that the ability to transfer the execution of a skill set and adapt to the task at hand is paramount in a professional environment.

 I have gained substantial administrative experience, working as a receptionist for a family-run legal practice, and subsequently as a receptionist and clerical officer to the accounts department for the ASTI. My work in Ryan and Ryan primarily consisted of managing phone calls, responding to emails and letters, and filing and organising documents and files. Equally, it gave me an insight into the work and responsibilities of a solicitor, and largely contributed to my decision to pursue a career in law. Working for the ASTI (as receptionist and subsequently clerical officer to the accounts department) has been extremely beneficial in terms of strengthening my administrative, time-management and organisational skills. While working in the organisation’s accounts department, I have also a developed comprehension of the workings of company finances and with that, a keen interest to progress my understanding of commercial law.

 Finally, I am forward-thinking, driven and reliable, and I believe I would be an asset to your team. Given ByrneWallace’s heritage, and outstanding reputation as a firm who values the client, employee, community and environment, I do hope that you will consider me for this internship programme. Thank you for taking the time to review my application.

Yours Sincerely,

Sophie Ryan