28 Butterfield Park

Rathfarnham

Dublin 14

21 February 2020

ByrneWallace

88 Harcourt St

Saint Kevin’s

Dublin

D02 DK18

Dear Sir/Madam

I am writing to you to apply for the Byrne Wallace Summer Internship Programme 2020.

I am currently in my final year of Business and Law in UCD. In semester 2 of 3rd year I studied abroad at the University of Tulsa. I completed an internship in the Public Defender’s Office which included attending Court and watching Trials. I enjoyed the experience as it really evoked my interest in law. Earlier this month I completed a week-long internship in Ronan Daly Jermyn which confirmed for me I would like to pursue a career as a solicitor.

I am a team player and understand that everyone on a team has to pull their weight. My participation in hockey and golf has given me the relevant capabilities to work on a team. I was the Junior Captain of Grange Golf Club and I captained my school hockey team, so I am able to lead a team in the right direction and am comfortable to do so.

I always try to do my best in everything I do, from academics to sport. I am a very hard worker and I put a lot of effort into my studies and extra- curriculars. Throughout my college years I have balanced my studies, working a part-time job with playing hockey 3 times a week while also maintaining a social life. Staying physically active and healthy has been key to striking the right balance. I fully understand that sacrifice is required in order to maintain the right balance and focus. I am a firm believer that hard work is the key to success, and I always try my very best to get where I want to be, no matter how much work it takes to get there.

I would like to intern at Byrne Wallace as I am interested in working in a fast-paced, challenging environment. I am particularly interested in the Financial Services sector. I studied finance modules during my Business & Law degree and thoroughly enjoyed them. I also have experience working in a similar sector during an Internship in Ronan Daly Jermyn. I feel this area of law would combine both my business and law knowledge.

I enjoy giving back to the community and I believe my values are in line with the CSR policies in Byrne Wallace. I was involved in the Orientation team for new students in UCD and I believe it is important to ensure other students have guidance to assist them in having the same great experience I had in my first year of college. I have also coached and mentored the junior section in Grange Golf Club. I realise golf can sometimes seem uninteresting for young children. Therefore, I feel it is important to be a role model in proving that golf is in fact a very fun and interesting individual and team sport. I believe this is particularly important for young girls who can unfortunately too often give up on golf in the early days.

I am a logical thinker with excellent communication skills and ability to maintain lasting relationships all of which I feel are appropriate qualities for working in a professional services environment and in particular a law firm.

I hope you will consider my application for the Internship and I look forward to hearing from you in the near future.

Yours faithfully,

Stephanie Glennon