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ByrneWallace,

88 Harcourt St,

Saint Kevin's,

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D02 DK1825/01/2018

06/02/2018

Re: Application for the summer internship programme

Dear Sir/Madam,

I am writing to express my interest for the ByrneWallace summer internship programme in 2018. I am currently a final year BCL student in MU. I will be graduating in 2018 with a double major degree in law and music. I am very much interested in pursuing a career in law, and my recent work experience has strengthened my desire to work in this area.

ByrneWallace solicitors are a law firm that embrace technology to meet their client’s needs in an efficient manner. They offer a range of expertise in all areas of law. This allows the firm to deliver advice on many aspects which will help their client base. At present, I am a certified FLAC advisor and I am very much attracted to ByrneWallace’s broad knowledge on different areas of law, it would allow me to engage with a variety of law related areas if I were chosen to be an intern.

I believe that I would be a valuable asset for the summer internship programme as my work experience shows that I can adapt well to different environments and working atmospheres. I am not afraid to get involved and to get things done accordingly in an efficient manner. I am motivated, hard-working, have good communications skills, computer skills and I have the ability to use my own initiative. My CV illustrates this.

I have past work experience in a law firm, Mark Cooney’s solicitors in Athlone, Co. Westmeath. Personally I feel that this will benefit me within your advertised role as I already have an insight on how legal documents were processed and recorded while working alongside the solicitor Ms. Breda Byrne. This I feel is an advantage to my personal development as it will help me bring valuable skills to ByrneWallace solicitors.

I am available for interview at your convenience. I look forward to hearing from you.

Respectfully,

Tamara McLaughlin