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88 Harcourt St,   
Saint Kevin’s,  
Dublin 2,  
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Dear Sir/Madam,

I am writing to apply for the summer internship programme at Byrne Wallace. I am extremely interested in this position as I have a desire to outreach people’s expectations in terms of my work ethic. I possess a Bachelor’s Degree in Law and French and am currently studying a Masters in Criminology. I am writing to outline my excellent academic background and the skills and experience that I have gained as a result.

During the course of my studies I have developed a number of transferable skills such as flexibility, communication, working on one’s own initiative, adaptability and team work. As I am in the process of obtaining a Masters in Criminology I feel that I would be well suited to the litigation and dispute resolution department at Byrne Wallace. I have an in depth knowledge in this area, having studied white collar crime, defamation, professional negligence and product liability to mention a few. I am currently researching my thesis which is on youth justice in accordance with the UNCRC so I also have an interest in child care law.

During my final year at Dublin City University I studied corporate law. I really enjoyed studying this as it developed a further understanding of this topic and this interest led to an excellent result in the module. This module allowed me to gain an insight into the legal mechanisms through which a company can obtain finance for its business and the legal response to solvency problems associated with failing businesses. It enabled me to consider three broad theses: equity finance, debt finance and corporate insolvency law. I learned how to apply the rules of capital maintenance to practical transactions, and critique the continued application of these rules to Irish companies. I also learned the main principles involved in raising secured and unsecured loans, and the rights and duties involved in securing these loans by debentures. As part of my assessment for this module I completed an assignment where I had to advise a client on floating and fixed charges of a company, I achieved a first class honour in this.

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As you will see from my enclosed CV, I have worked in legal and accountancy backgrounds. As a result of this experience I have gained many invaluable skills such as team work skills, meeting targets, clients’ needs and an ability to engage with customers. When working in O’Dowd Solicitors, I gained great experience in liaising with clients and meeting their needs. An aim of Byrne Wallace is to provide each client with advice that adds value to its business. As an Accounts Technician in Campbell’s Bar I got a feel of how a business works and makes profit. Therefore my previous experience makes me an ideal candidate for a place on the Byrne Wallace internship programme.

I know that Byrne Wallace is involved in a Corporate Social Responsibility policy. I fundamentally believe that corporations like Byrne Wallace have the power to make a positive change to society. I was impressed when researching Byrne Wallace’s CSR policy that it is something embedded in your corporate strategy, for example pro bono cases. Campaigning and volunteering are areas that I have experience in, for example during my time in DCU I organised a campaign during Mental Health Week on body image which turned out to be of great success. I have also volunteered in many events ran by my local club such as co-ordinating school concerts and sports days some of which were in aid of charities. I would love the opportunity to get involved with Byrne Wallace work with charities such as Special Olympics Ireland and the Hope Foundation.

The experience of working in Byrne Wallace would give me the opportunity to advance with a fast growing company in a competitive market. This experience would also offer many opportunities for growth in the future with a well-respected company. This position would enable me to develop new skills and further expand skills that I already possess.

I am looking to secure a challenging and rewarding role and I believe that my skill set together with my knowledge and expertise would make me an asset within your organisation.

Please do not hesitate to contact me so we can discuss in greater depth.

I look forward to hearing from you.

Yours Faithfully,

Tara Fitzpatrick