Dear Sir/ Madame,

I am writing to you to apply for the Summer Internship that ByrneWallace offers to legal graduates who wish to pursue a career as a solicitor. I believe that this is a unique opportunity to provide those just starting out in legal practice with invaluable insight and experience to aid them in their future career, hopefully as a solicitor in your firm. I would be delighted to be given the chance to work in one of the top law firms and with some of the most high profile clients in the country.

To give you some more information on myself, I am currently a Final Year student in Maynooth University and am completing studies in a Bachelor of Law (LLB). I have also recently completed an internship with Transparency International Ireland, in their free legal advice clinic. This organisation provides information and legal advice to employees, or whistleblowers as they are often known, that are in the process of making a protected disclosure. I feel that this is an area of law that is often overlooked, as people tend not to know their rights in relation to making protected disclosures, yet is becoming increasingly important in this climate of accountability that our society values. This role involved aiding with legal research, helping with office administration and operating the helpline and email service that the organisation provides. I was also involved in helping with press conferences and events held by the organisation.

As an employee, I am always completely dedicated to the work that I do and want to be able to give one hundred per cent to whatever I put my mind to. I am a very detail-oriented person and enjoy being precise when completing a task. Having been in the workforce for almost ten years this year, I have learned to work well with a team and enjoy helping others so that I can develop my own knowledge and skillset further. I have also learned over the years how to work efficiently and precisely under pressure, without compromising the high standard with which I perform the task.

I look forward to hearing from you in the future and hope you take me into consideration for this position. I have also attached a copy of my C.V. for your reference.

Regards,

Zoë Byrne