

Katie Madden

Blueberry Hill, Ashford, Wicklow

0830251618 katiemadden44@gmail.com

February 09, 2024

ByrneWallace LLP

RE: Summer Internship

Dear Hiring Manager,

Please accept this letter as an expression of my interest in applying for an Internship. I am a highly motivated and progress-focused final-year student pursuing a Bachelor of Civil Law at the University of Galway.

Throughout the course of my career, in both corporate and hospitality settings, I have perfected my administrative support and monitoring compliance abilities. I am a capable and consistent problem-solver, skilled at prioritizing and managing multiple projects with proficiency.

In my previous role as a Corporate Secretarial Intern, I contributed my ability to evaluate laws and regulations to ensure Clients' compliance. I am progressive-minded and aim to always be in tune with new developments. I have proven to be effective and collaborative with strong time-management talents. I enjoy coordinating activities with others to achieve a common goal.

My enclosed CV expands on my key skills, which include leadership, communication, and interpersonal skills, and also contains details about my academic achievements to date. As I prepare for a career in law, I am keen to gain a deep understanding of the industry.

Thank you for your time and consideration.

Sincerely,

Katie Madden