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**January 27, 2023**

RE: APPLICATION FOR INTERNSHIP PROGRAM

Dear Managing Partner

It is with great enthusiasm that I am writing to you regarding my application for the position of internship at Arthur Cox as I came aware of this position from the post on your website.

I find the opportunity presented very interesting, and I believe that I can gain a considerable amount of law firm experience. My confidence, and strong academics make me a very suitable candidate to consider for this role. I hope to join the thriving legal practice at your firm.

As a law graduate from Dublin Business School, I currently hold a 2.00-2.47 GPA. I strongly believe that I possess the qualification that will make me an asset to your Law firm. This includes but is not limited to legal writing and drafting skills and the ability to conduct legal research. Moreover, I offer exceptional attention to detail and highly developed communication skills with the ability to prioritize multitask, and work under pressure.

My background includes witnessing Court procedures as part of my first-year curriculum at the Criminal Courts of Justice where my responsibilities included conducting legal research, noting the significance of each case, and drafting legal documents. In addition to this experience, I gained considerable practical skills and knowledge of law in a more broadened aspect. I also bring to the table strong computer proficiencies in Microsoft Word, and PowerPoint. Please see the accompanying documents for details of my CV and education.

Using my knowledge above, I am confident that I can offer you the skills, competencies, and requirements that you’re seeking. I would be delighted to have an opportunity to personally interview with you.

 Feel free to call me at +353 (83) 346 1614 at your earliest convenience. I appreciate your time and consideration, looking forward to hearing from you.

Sincerely

Mutale Mulongoti