Dear Hiring Manager,

I am writing to express my interest in the summer internship opportunity in this firm. After reviewing your company's work in the legal field, I am excited about the possibility of contributing to your team.

With an educational background in UCD law and legal experience at Dillon Eustace, I have developed a solid foundation in legal research, analysis etc. My university education has provided me with a good understanding of contract law, corporate law, and property etc.

Additionally, my time at Dillon Eustace has allowed me to work on a wide range of legal matters, which I think is why I can be very useful in your firm, including:

- Following instructions from Funds Partners and Associates

- Assisted the Professional Support Lawyer with ongoing duties

- Reviewed and filed documents

- Trained in Imanage, Keyhouse, Outlook, MS Teams, etc.

- Compared original and reformed legislation

- Updated Powerpoints

- Attended Board meetings

- Conducted Research

- Training & Online Courses on Investments and Funds

- Completed courses for:

1. An introduction to Fund structures.

2. UCIT’s

3. QIAIF’s

I am confident that my education, experience and attention to detail for the legal field would make me a valuable asset to your team. I would love to learn more about the legal field in this firm.

I look forward to further discuss how my skills and experiences align with the requirements of the internship. Thank you for considering my application. I look forward to the opportunity to contribute.

Sincerely,

Nita