12 The View, Ruxton Oaks

Navan, C15 PR2W

mulongotimutale@gmail.com

**November 9, 2022**

RE: APPLICATION FOR INTERNSHIP

Dear Managing Partner

It is with great enthusiasm that I humbly submit my application for the position of internship at your Law firm 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 I hope to join the thriving legal practice at your firm.

As a law graduate from Dublin Business School, 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.

I’m confident that I can offer you the skills, competencies, and requirements that you’re seeking. Feel free to call me at +353 (83) 346 1614 Thank you for your time. I look forward to hearing from you.

Sincerely

Mutale Mulongoti

**Mutale Mulongoti**

12 THE VIEW, Ruxton Oaks, Navan Co. Meath, C15 PR2W

Email: **mulongotimutale@gmail.com**

Contact no: 083 346 1614

**EDUCATION**

**St. Dominic's College, Cabra**

2017-2019

Leaving Certificate

**Dublin Business School**

September 2019- 2022

 Bachelor of Laws (Hons) LLB

**WORK EXPERIENCE**

 **Child Care Assistant**

2018-2019

Included:

* Supervised children (6months- 11yrs)
* Familiarized myself with everyone’s child`s meal plans, eating habits and food allergies as needed.
* Provided support and direction to the infants.
* Upheld safety standards for everyone`s safe keeping.

**Hole in The Wall/ DASH Cafe- Staff Member**

2021

* Cleaned tools for cooking.
* Provided professional and friendly customer service to ensure pleasant customer experience
* Counted and unpacked stocks to ensure that number of stocks matched number of orders on list. Finished 30 boxes of stocks within 2 hours.
* Works extensively with upper management to ensure team quality and efficiency.
* Aided an average of 40 customers per day in finding or selecting items and providing recommendations regarding the provisions of the restaurant.
* Demonstrated excellent use of communication skills by answering product inquires.
* Helped staff members, when necessary, by labeling products, unloading goods, organizing the restaurant, and cleaning up.

**KEY ACHIEVEMENTS**

* I received a leadership role and was awarded during graduation of 6th year.
* I supported my school in an annual charity event in the year of 2013.
* I received an art award in the year of 2015.

**SKILLS AND QUALITIES**

* I am honest and dependable and very eager to learn new things.
* Fluent in English, looking into learning other languages fluently.
* I am friendly and sociable; I have exceptionally good communication/ team working skills.
* I can remain calm in emergencies or when dealing with difficult clients/customers.
* I will always ensure I put the clients/customers` needs first, to increase customer loyalty for the business.
* I am very determined and motivated when facing challenges.
* I am self-motivated and work very well with different people.
* I am hard working and I believe I am extremely optimistic and always have an open mindset into experiencing new things.
* I am creative and highly organized when it comes to meeting deadlines.



