Gort Glas,

Aglish,

Carrigeen,

County Kilkenny,

Republic of Ireland

Dear Sir or Madam,

My name is Úna Walsh and I am a Fourth Year Law student studying in the University of Limerick in Limerick City, in the Republic of Ireland, and this summer I undertook a J1 and worked abroad in the United States in the city of Santa Monica which gave me a great experience in terms of utilising my interpersonal skills and my time management skills.

I am interested in working with you as I feel it would be a fast-moving, quick-paced job and I am aware that this position consists of a huge of amount of direct customer interaction and can show that I have the skills to excel at this job as I take great attention and care to detail. I have strong interpersonal skills and can interact with a wide range of people, owing to my experience on various college society committees such as the Law and Debating Societies. As a student I am also very aware of time management and I feel as though I have mastered this skill in college this year by attending scheduled lectures and tutorials. I am also very open to learning new things and well capable of adapting to any situation.

I am studying Law as my general degree and also a minor degree in Cultural Studies and therefore I am used to working under pressure and learning vast amounts of information. Since beginning college I have learned to work well in group projects and presentations and so feel as though I would be qualified to work in a team and be fully functional in this position.

I have completed an eight-month work placement in Danske Bank in Dublin City which is a requirement of my course. It was hugely beneficial to me and has greatly enhanced my professionalism skills and my ability to conduct myself in a work environment. I was given an important role in researching and analysing customer accounts which was then used in the credit meetings of the Bank to assess customer performances. I also aided all of my colleagues in a wide range of tasks. It was an invaluable and mind-opening experience and has broadened the horizons for future careers for me, opening my eyes to the employment opportunities in the Financial sector.

While working for you I would take every opportunity to deliver a high standard of work in your firm, paying attention to minute details. I am very quick to learn, capable in a stressful environment and would be eager to expand my skill set with you.

Yours faithfully,

Úna Walsh