Aisling Weldon

Woodtown, Drumconrath,

Navan,

Co. Meath

12th of February 2018

ByrneWallace

88 Harcourt Street, Dublin 2,

Dear Sir/Madam

I am writing to you today as I am interested in applying for a place on your summer internship programme 2018 and becoming part of your team. Please accept my CV which I have enclosed. I am currently in my third year of my law degree in University College Dublin. I am very hard working and enthusiastic and would appreciate the opportunity to prove this to you.

I believe that I have many skills which would greatly benefit me in your internship programme, including effective communication skills, excellent organisational and skills in working as part of a team. I have demonstrated my skills in several ways, one of the ways in which I have done so was by becoming an orientation guide for first year orientation week in UCD. I was a member of the social team in which we organised outside games for people to take part in. During my time as a guide I had to answer any question people had and help them understand the college better and be a friendly face that they felt they could approach with any problem they had. I feel like this role will benefit me on the internship programme as it shows that I am comfortable working in teams and taking directions.

I have broad experience with interacting with the public and therefore demonstrating my effective communication skills by frequently volunteering to help with fundraising events for my local soccer club. I also volunteer at my local youth club, this is where a group of young people aged from 11 to 18 years old come together on a Friday night and socialise and play games such as volleyball. Every year the members of the youth club hold a fundraising talent show near Easter which this year I will help organise and run. I feel like this volunteering experience has helped me in becoming more comfortable in communicating with the public and therefore will help me interact with clients. Volunteering with the youth club has also helped me with becoming a figure of authority and a person that people can come to if they have any problems or questions.

I would enjoy the opportunity to talk to you in person about the potential of acquiring a place on the internship programme and to answer any questions you may have regarding my CV.

I look forward to hearing from you in the near future.

Yours faithfully,

Aisling Weldon.