18th February 2020

Re: Summer Internship Programme

To whom it may concern, my name is Alison Keane

I am sending you this note, with attaching CV, in the hope that you may have an opportunity for me to complete a Summer internship with your firm.

I am currently completing my Erasmus programme in Milan and am due to return to Ireland towards the end of May and am thus available to work throughout the summer of 2020.

I have always had a keen fascination with the law from a young age, this sparked my decision to complete my degree in Business and Law at University College Dublin. I believe this course gives insight into two key areas of interest for me. Throughout my college career I have chosen subjects that reflect this overlapping interest in the business and commercial world and the legal system. It is this overlap which spurs my intent to work in the world of commercial law.

Needless to say I would be honoured and delighted if you would consider me for such an opportunity.

I am excited at the potential to observe the work that you do and learn from your team in an area that I would hope to pursue when I have completed my degree(s)

I have attached a copy of my CV, I look forward to hearing from you.

Yours Faithfully,

Alison Keane