28, The Green,

College Road,

Galway.

Byrne Wallace Solicitors,

88 Harcourt Street,

Dublin 2.

 30th January 2017

To whom it concerns,

I am writing to apply for the Summer Internship position as advertised on the careers section of your website.

I have recently graduated with a first class honours degree in Civil law from the National University of Ireland, Galway and am working full time while studying for the FE1 examinations. I have experience working in busy legal offices and I am currently looking for a challenge. I believe my qualifications, interest and skill set make me a suitable candidate for this position.

Within my previous roles, I have gained invaluable experience in conducting legal research and applying it to live and time sensitive issues. I have an aptitude for preparing reports in a clear and concise manner and I take a very analytical approach to research, while employing excellent attention to detail.

I have gained exposure to commercial transactions and have had the opportunity to assist in considering ways of commercialising licenced IP and assisting clients in determining the appropriate contract for a technical partnership etc. I have also gained experience in areas which include conveyancing, personal injury, receivership and banking matters etc.

I have excellent communication skills and I work very well within a team environment as well as being capable of working on my own initiative. I have previously held management positions and secured an industry award for a former team, as well as having run my own successful business. I have proficient computer skills and I find it easy to adapt to new software packages.

I am ambitious, energetic, and motivated in everything I do, and I am certain that with my work ethic and enthusiasm, I would be a good fit for your company.

I would be delighted to have the opportunity to interview for this position, and should you require any further information, please don’t hesitate to contact me via email at conboy.andrea@gmail.com or on 087 640 4157.

Yours sincerely,

Andrea Conboy