To whom it may concern,

I am responding to your summer internship programme advertisement, for an intern position. I am a final year LLB undergraduate from the Institute of Technology Carlow. I am highly motivated and looking for a suitable intern opportunity in a prestigious law firm such as Byrne Wallace. I have strong communication and organisational skills from my time spent working in Gloss Hair Studio. I also have a high level of time management skills gained through the nature of my college course.

Summary of skills:

* Team player but also enjoys working individually.
* Excellent verbal and written skills.
* Strong documentation skills.
* Detail-orientated .

Yours Sincerely,

Ashley Coyne.