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Sinead Fox
HR Administrator
ByrneWallace
88 Harcourt Street,
Dublin 2.

Dear Ms. Fox,

Application for summer internship programme

I am writing to apply for the summer internship programme at ByrneWallace as advertised on your recruitment website. I am currently in the third year of my law degree at Maynooth University. Please find my CV attached.

Because my primary area of interest is corporate, property and family law especially in relation to technology, environmental issues and child care, I would welcome the opportunity to intern at ByrneWallace. I am also interested in other areas of law your firm has to offer as I would like to gain insight into other aspects of law.

My ability to work well with clients has been enhanced by my time working as a customer assistant at Boots, where I received great, positive feedback in the customer service surveys. As two partners at your firm have been recently awarded the International Client Choice Awards, I believe your firm will also help improve further my ability to work with clients.

I am a proficient computer and Internet user and am familiar with Microsoft. I am also currently completing my E.C.D.L exams. Through the demanding leadership position as an Orientation Leader in Maynooth University, I have developed good interpersonal skills, a sense of accountability and the aptitude to perform well in a team – even in an aggressive work environment. I would consider my strengths to be my written and verbal communication skills as I retained high grades in my Legal Skills module. Additionally, I strive to be organised and am a hard worker with an enthusiastic attitude and a loyal disposition. As a customer assistant at Boots and an Orientation Leader, I've worked well in a team, and am capable of taking initiative and working unsupervised, and always have a flexible approach to my work or particular task.

Thank you for taking the time to read my application. I am passionate about working as an intern in your firm and look forward to meeting you at the interview.

Yours sincerely,

Barakat Gbadamosi.