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27th January 2017

Byrne Wallace Solicitors,

88 Harcourt Street,

Dublin 2.

Dear Sir/Madam,

My name is Bartosz Lekke-Hensoldt and I’m writing to you to express my interest in an intern position in your law firm.

As you will note from my CV, I am currently a final year B.C.L. student at University College Dublin. Having a friendly and engaging personality, I am very comfortable in dealing with people. During the past year I have completed a one year unpaid internship in a Dublin based law firm and I am now looking for a summer internship.

My ambition is to work for a top commercial law firm with an internationally recognised reputation of achieving and maintaining the highest international standards and I believe an internship in your firm provides an excellent opportunity towards achieving that goal. During my time with Hoban, Boinio Solicitors I gained experience in a small practise and I developed my legal writing skills, drafting legal submissions and writing letters to clients. Through discussing these cases with solicitors in the practice I obtained critical and analytical skills as well as practical office skills such as handling phone calls, general communications, file management and attending meetings with clients.

I take instruction well, work co-operatively within a team and use my own initiative whilst working independently on tasks. Currently I am working part time in Weir & Sons, Jewellers where I have gained valuable experience in customer service and I now wish to apply these developed skills in a legal environment.

In my spare time I am a member of a fencing club where I have just completed a year as the club secretary, I also have a keen interest in horology and my time in Weirs has afforded me the opportunity to learn from experts insights into watch engineering.

I am confident that I would prove myself to be an experienced, diligent and motivated addition to your team. For further details, please find attached my CV. Please do not hesitate to contact me for any additional information. I look forward to hearing from you soon.

Yours faithfully,

*Bartosz Lekke-Hensoldt*