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21st February 2020

Emily Murray
HR Generalist
88 Harcourt Street
Dublin 2
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Ireland

Dear Ms. Murray,

As a current law student, it is with great enthusiasm that I am writing to apply for a place on your summer internship programme which is currently advertised on your website. My knowledge, skills and passion are a perfect match for this summer internship.

In my time spent studying in University College Cork, I have focused all my time on law related modules in which I have received good grades. As per my CV I have previous experience in the legal world, which gave me great exposure and understanding of the world of Law.

Your firm drew my attention because it is of medium size and therefore will allow me to become involved quickly as a team member. Your advertisement was of particular interest to me because it offers a new challenge in an environment which I can excel and succeed in. I am keen to progress rapidly towards a professional qualification and I am aware that you place great emphasis on exposing your interns to interesting and challenging legal and business issues.

I look forward to hearing from you and would welcome the opportunity to discuss my application in greater detail. Thank you for your time and consideration.

Yours sincerely,

Benjamin Stafford