

26th February 2016

Dear Sinead Fox

I was excited to read about your upcoming Summer internship program. I am attracted to this role in your company because I am an ambitious graduate who wants to learn and be an asset to Byrne Wallace in the future. My CV is enclosed for your consideration.

I believe I am an excellent candidate for this role because

- I have experience working with the public, and understand how to deliver a satisfying, and professional experience
- I am a strong team member, and have been both part of DCU Equestrian Club committee, and lead it
- I will be a graduate who is eager to learn, and experience all that Byrne Wallace has to offer

I believe I can bring great value to Byrne Wallace and I look forward to discussing my capabilities in more detail. I am available for an interview at your earliest convenience and can be contacted at the number above. Thank you for your consideration.

Kind Regards
Catherine Everitt

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