Woodtown

Drumconrath

Navan

Co. Meath

26th April 2016

Dear Sir/Madam,

I am writing to you in relation to the position of the Summer Internship as advertised by you on your website. I am interested in applying for the forthcoming summer and I am available from the beginning of June. I am a second year student at the National University of Maynooth at present where I am studying Law as part of the LL.B course programme. I am currently preparing for my second year summer exams and I completed my first year with a Second Class Honours (2.1).

I attended Eureka Secondary School, Kells where I completed my leaving certificate in which I obtained 495 points. I have excellent communication skills and an aptitude for customer service. My experience working in numerous solicitors firms and Donoghue’s Bar made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people. I am a friendly, people person with an excellent work ethic. I am also an exceptionally organised and prepared person, with superb time keeping skills.

As a Law student I am required to carry out legal research and analysis to a very high standard consistently throughout the college semester on a range of different topics and areas of Law. I have completed a variety of modules to date including Contract, Criminal, Tort, European, Constitutional, Administrative, International, Evidence and American Law. This has equipped me with a broad range of legal knowledge and allows me write critically and analytically on a given subject. Both my written and oral communication skills have been examined, including my presentation skills using Microsoft PowerPoint.

The experience I have gained through various teams, group projects and work experience enables me with the ability to work well within a team. I believe that my communication skills partnered with my experience working in fast-paced environments and my ability to prioritise multiple tasks, would make me an asset to your business.

Thank you for your consideration. I can be reached at 086 3207399 or ciaraoconnell14@gmail.com. I look forward to hearing from you soon.

Yours Faithfully,

Ciara O’ Connell