Woodtown

 Drumconrath

 Navan

 Co. Meath

 27th January 2017

Dear Hiring Manager,

I wish to apply for the summer internship at your firm, Byrne Wallace, for the forthcoming summer. I am a third year student at Maynooth University at present where I am studying Law as part of the LL.B course programme. I completed my first and second years with a Second Class Honours (2.1).

I have excellent communication skills, both oral and written, and an aptitude for customer service. My experience working in numerous solicitors firms, the retail sector and ESB International 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 which 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.

I am interested in applying to Byrne Wallace for various reasons. The main encouraging factor associated with my application is the opportunity to expand my knowledge and experience. I strongly believe that Byrne Wallace can offer me a diverse learning experience which employers will favour upon completion of my third level law degree. It is of utmost importance to equip ourselves as students and graduates with the requisite people skills, broad work experience and the willingness to learn and develop as people and employees in order to succeed in today’s working world. It would be of great value to me as an individual and as a student to gain experience of a large law firm to aid my development of social and working skills.

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 in relation to the summer internship. Should you require any further information, do not hesitate to contact me. I can be reached at 086 3207399 or ciaraoconnell14@gmail.com. I look forward to hearing from you soon.

Yours Faithfully,

Ciara O’ Connell