Clare Maguire

13 The Maudlings

Dublin Road

Naas

Co. Kildare

085-1202414

c.maguire14@nuigalway.ie

February 14, 2016

Re: Summer Intern Programme

To Whom It May Concern:

I would like to apply for a position on your Summer Intern Programme that is currently advertised on your website.

There are a number of required key strengths you have outlined on your website which I feel I could bring to this position.

I am diligent, ambitious and constantly striving to improve my skills and attributes, both personal and academic. The steadily increasing results achieved each year throughout my academic life with no failures emphasises this. I always seek to increase the result of previous exams and am dedicated to my studies to ensure this goal is achieved.

From extra circular activities such as playing Tennis, I have experience in pushing myself to the best of my abilities, as a singles player you have to do this, however I am also a valued team player and have represented my university as such in both singles and doubles at the Varsities in Belfast

Along with being a team player, I have gained leadership skills, which have been further developed through my academic background in project work, such as my IT Law group presentation in final year.

This project involved several classmates working together to produce a presentation in relation to the concept of defamation in IT Law. For this project I assumed leadership in delegation and organisation. Workload was distributed fairly between the group and regular progress sessions were attended to ensure all goals were being met. With a keen attention to detail I ensured the presentation was one of unity. The final presentation was highly received, with work completed to a high standard, and which complimented the work of others.

Being personable and approachable aided me in being a Junior Coach, and then an Assistant Supervisor Coach with Naas Lawn Tennis Club. From these positions I have obtained a flexibility in working with a wide range of people, from young children to adults, which has helped to greatly improve my communication skills. They also provided invaluable experience in problem solving, and dealing with difficult situations, especially when dealing with parents and their children.

My academic experiences and other extra-curricular activities including reading, going to the gym and swimming, have given me a well-rounded attitude to dealing with everyday demands, and an eagerness to learn new things.

Along with this cover letter I have also enclosed a copy of my curriculum vitae for your consideration; however should you require any additional information please do not hesitate to contact me. Thank you for your time and I look forward to her from you.

Yours sincerely,

Clare Maguire