

11 February 2018

Ballymacormack

Longford

Dear employer,

I am a third year student at Maynooth University applying for a summer internship at your Law firm. I am hard working, enthusiastic, punctual, attentive and outgoing. I have developed these skills through working in a restaurant, working as a receptionist, working as a till operator and travelling.

I am currently on a study abroad programme at Boston College where I have learned more independence, a hard work ethic when it comes to my studies and I have also become more outgoing as a result. I have spent two summers in Santa Monica, CA working as a server in one of the busiest restaurants in the U.S where I have learned to memorise large amounts of information, work fast and interact with people of many cultures. I have also worked a full time job for nine months where I learned the responsibilities involved in dealing with large amounts of money in a business on a daily basis, I became certified in Excel and had to solve new problems daily.

I am also very involved with my communities in both Longford and Maynooth. Last year I was on the committee of a 400km charity cycle which I also took part in. In the past 30 years the Galway Cycle has raised over 1.6M for various charities. I also play GAA with my local club in Longford and teach chess to kids in the community. I also play soccer for Maynooth University.

The main reason I believe I would be a great fit for your law firm is my communication skills. I received an A2 in English in my Leaving Cert, Customer care has been the most important aspect of every job I have had and I am clear and direct when communicating with others. In reading about your law firm I believe you are one of the most forward thinking and professional firms in the country. You specialise in energy and natural resources which is what I am most interested in. As a student of both Law and International development I have had the chance to take modules in energy policy and climate and energy as well as law modules.

I am available from the 1st of June to the 15th of September. I would like to thank you for your time and I look forward to hearing from you.

Yours sincerely,

Clare McCarrick