Miss Cliona Coleman

 6 Clifflands Court

 Skerries Road

 Rush

 Co. Dublin

Ms Ciara Loftus

HR Manager

Byrne Wallace

88 Harcourt St, Dublin 2

20th February 2020

Dear Ms Loftus,

I am writing to you to express my interest in your **Summer Internship Programme** **2020**. I am a final year DCU law student with a high 2.1 GPA, seeking work in a dynamic and fast-paced environment.

I am keen to begin my career with such an established commercial law firm. Byrne Wallace has always resonated with me, as you are innovative and forward thinking. In 2016, I completed work experience within the Byrne Wallace Child Care department. This has stood by me to this day.

I will commence studying for the FE1 examinations upon graduation. This summer internship is the perfect opportunity to prove my potential for a future traineeship.

I particularly value Byrne Wallace’s commitment to Corporate Responsibility, through charity initiatives and pro-bono work, as I am an advocate for social justice. I also respect the strong diversity within the firm, creating a well-rounded and widely represented workforce.

I believe I am the ideal candidate for this role. I am optimistic that you will agree, after reviewing my application.

Thank you in advance for your consideration and I hope to hear from you in the near future.

Yours sincerely,

Cliona Coleman

\*I have attached my references to an external email