105 Elm Park,

Tramore,

Co. Waterford

X91 TD88

087-3422640/051-386172

colmkellyryan1@gmail.com

2nd February 2017.

**Summer 2017 – Internship Application**

Dear Sir/Madam,

By way of introduction, my name is Colm Kelly-Ryan and I am a 2nd Year LL.B Bachelor of Law student at Waterford Institute of Technology. I am writing to be considered for a position as a summer intern at your firm.

As you will see in from my attached curriculum vitae, I have consistently obtained a first class result which are expanded further upon in the document.

I have gained practical legal experience from working in a high street solicitors firm for 7 months, learning menial office skills such as filing, archiving, answering phones, photocopying and shredding. This internship has strengthened my desire to work in the legal sector and give me the experience required to serve your firm with distinction.

Additionally, by founding the WIT Free Legal Advice Clinic Society, I have demonstrated my initiative; drive; determination; delegation, listening and communication skills. These are attributes I will bring to your firm should I be so fortunate as to be offered an internship.

I look forward to hearing from you.

Yours sincerely,

**COLM KELLY-RYAN**