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February 2nd 2019

ByrneWallace

88 Harcourt St,

 Dublin 2

Dear Sir/ Madam,

I wish to apply for a Summer Internship position at your firm in the Summer of 2019.

I am currently studying Business and Law in UCD and am intending to pursue a career in corporate law. My degree has equipped me with the skills to operate effectively in the corporate sphere, understanding as I do how businesses are run, as well as having the requisite knowledge of Irish law. As I come towards the end of my degree, I am eager to gain practical experience. As such, I would be more than grateful of the opportunity to apply my academic knowledge of the law to practise at your firm, which is held in the highest esteem both in this country and abroad. ByrneWallace has a reputation for excellence across a wide variety of practise areas, including Asset Management, and it is in this areas that I would be particularly keen to work if I were offered an internship at your firm.

I believe that my academic ability, work ethic and personality make me eminently suitable for the position for which I have applied. I can efficiently process large volumes of information to arrive at the salient points therein. I am a highly organised individual, whether setting myself work schedules or arranging holidays among friends. I am an effective communicator, having years of Speech and Drama and countless presentations under my belt. Many of these presentations were the culmination of group projects, and it is as a result of these, along with team sports like tag rugby, that I now operate as effectively in a team as I do on my own. I get along well with people, and my good humour allows me to fit easily into all environments, be it the classroom, office or sports field. I am always polite, punctual and professional, and could certainly be of use to your firm if you were to take me on this summer.

Thank you for considering me, I look forward to hearing from you in due course,

Yours Faithfully,

David Bolger