24/02/2020

Dear Sir/Madam

I would like to apply for the summer internship that your firm offers.

I am a third year Corporate Law student at NUI Galway with a current upper 2.1 average (69). I will receive my degree in 2021 which will comprise of my third and fourth year results. My reason for this choice of course is that it allows me to explore a range of both law and business modules, two fields that have always sparked my interest.

I am applying to your firm as I admire the numerous awards that you have won and I have always dreamed of working for a large law firm like yours. I am a hugely dedicated student at NUI Galway and put my absolute best into everything that I do. I currently work part time in Brown Thomas as a style advisor and sales associate for a concession brand and this has allowed me to learn the benefits and importance of representing a brand and has helped me to improve my problem solving, marketing and communication skills.

I also engage in voluntary work, where I am a student leader and mentor for first year students with the organisation Céim (also known as Pal, Pass). Céim is an academic peer support system aimed to help students to understand coursework and to adapt to life at college. I hold an hour session once a week for the students and I must also attend a planning meeting once a week with the Céim directors and organisers to feedback whatever problems the students may have. Céim research has shown that law students that attend these sessions perform better academically by 30%. My work at Céim has made me a great team player and improved my leadership and creativity skills.

I have been working towards obtaining the Employability Award from NUI Galway and will be receiving that in March 2020 as well as (pending) the Presidents’ Award for volunteering.

I believe I would be an ideal candidate for this summer internship programme as I am a highly motivated and organised person managing to balance my different work commitments as well as college and my academic work. I am used to working with large groups of people and I find that teamwork and leadership skills shines through me as a result.

Thank you for taking the time to read my application.

Sincerely,

Ella Sheridan