21 Kinvara Grove

Navan Road Dublin 7

5th February 2018

ByrneWallace

88 Harcourt Street,

Dublin 2,  
Ireland

**Ref:** Summer internship

Dear Sir/Madam

I wish to apply for the summer internship with ByrneWallace. As you will see from my enclosed CV I am a fourth year Business and Accounting Student at Maynooth University. To complement my studies, I believe it is extremely important to enhance my academic achievements with practical experience within the workplace.

I am particularly interested in the Summer internship, which was advertised on your website. ByrneWallace has been highly recommended to me by my lecturer, as well as one of my previous employers, as a company in which to gain experience. I completed an internship within the Finance Department at DHL Global Forwarding (Ireland) Ltd, client services department at Brown Brothers Harriman, assurance department at Ernst and Young and advisory department at PwC where my responsibilities included; entering accounts payable invoices, tested accounts payable process documentation, assisted with audits, completed analysis of inter-company data, performed data cleanse of customer data, responsible for daily banking and lodgements., assisted with financial statements. I was offered a summer contract with DHL, a six months contract with Brown Brothers Harriman but unfortunately could not accept them due to my college course commitments. I have also been offered graduates jobs with EY, PwC, KPMG and Grant Thornton.

I am a conscientious individual who dedicates herself to the task at hand, and works equally well both alone or within a team environment. Thank you for taking the time to review my CV and consider my application. I am keenly interested in the summer internship and would welcome the opportunity to discuss my experience further with you.

Yours sincerely

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Ellen Ryan