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Ref: Summer Internship

To whom it may concern,

I am writing today to apply for the summer legal internship offered by ByrneWallace, which I came across while researching summer internships on the internet. I believe this is the right step for me to take in building my future career in the legal profession. As requested, please find my cv submitted also.

I am currently unemployed, as I made the decision to focus purely on my studies in my final year. However I have worked as both a receptionist and barrista, which I believe are very beneficial experiences to have gained. Both have developed my personal skills, as well as improving my ability to think on my feet.

I have always played team sports which has enabled me to participate well within a team. I am able to support those around me along with completing my own tasks. I am hard working, dedicated and willing to work long hours to complete a job or task, for example in 2011, I travelled to Romania with Habitat for Humanity and built a house for an under privileged family in seven days. This was both a humbling and inspiring experience.

Law is an area in which I have aimed at working in due to its difficult but rewarding nature. I wish to gain experience in this and work towards my future career.

Yours faithfully,

Emily Reid