9 Thornbrook

 Tipper Road

 Naas

 Co. Kildare

 27/ 01 / 2018

Dear Ms Onslow,

I am writing to you seeking a place on your summer internship programme for 2018. I am currently a third year Business and Law student in UCD.

I believe that I would be very well-suited to Byrne Wallace’s summer internship programme because of my ability to continually meet high academic standards, whilst also remaining involved in various other areas of University life.

I am currently acting as a sub-editor of the Student Legal Service’s annual law review in UCD. Last year, I was the events co-ordinator on the Student Legal Service committee. These roles have involved a high level of responsibility and organisation. The work has also required me to liaise with law firms both at home in Dublin and further afield. I feel that the work I have done with the Student Legal Service has equipped me with the skills necessary to excel in a fast-paced and dynamic working environment such as Byrne Wallace.

I have excellent communication skills and a passion for languages. Given the international nature of the work in a full service commercial law firm like Byrne Wallace, I strongly believe that my ability to speak three languages, in conjunction with my awareness and appreciation for different cultures would stand to me throughout a summer internship.

I am a fast learner with an outgoing personality and I adapt quickly to new ideas and situations. My time-management skills are next to none, as evident from my ability to work part-time during college as well as acting on a society committee. I would love to be considered for a place on your summer internship programme.

I attach my C.V. for your information. I look forward to hearing from you.

Yours faithfully,

*EmmaJane Grant­*  (083 8573439)