Emma White

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February 20th, 2016.

Dear Bryne Wallace,

I wish to apply for the Summer Internship Programme 2016,

I am currently in my final year of Social Science in University College Dublin. However, I want to get hands-on experience and a sense of what it is like to work for a large corporation. To my understanding, Arthur Cox is a world renown, reputable organisation, that is esteemed for its quality and craftsmanship in advising the most successful Irish and global companies on all aspects of Irish law.

I want to get as much exposure to this environment as possible, learn new skills, embark on a successful career and ultimately become a practicing solicitor.

My experience of working part time in multiple companies have shown me how to engage in customer service, teamwork, meeting deadlines and developing my organisational skills. I don’t take on anything half-hearted. I am driven by challenges and motivated independently as well as part of a team. I have excellent people skills, good judgment, level headed, an articulate communicator and I am not afraid to make tough decisions. I believe these qualities are indispensable in the legal profession. I work hard with clear objectives and get great satisfaction from seeing a project through from start to finish. I am a keen and quick learner with the availability to take on new roles and challenges easily. This internship would be very complimentary to my degree, interests and career prospects.

I have enclosed a resume highlighting my education and work experience. I hope to have the opportunity to interview with you about a summer position. Thank you in advance for your time and consideration.

Yours Sincerely,

Emma White.