Eva Kelly

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January 2018

HR Manager,

Byrne Wallace,

88 Harcourt Street,

Saint Kevin’s,

Dublin 2.

Dear Sir/Madam,

I am writing to express my interest in an intern position at Byrne Wallace. I am very keen to join your team as I believe that I am a good fit for this opportunity. I am studying a degree in Economics, Politics and Law at DCU and I believe the skills I have learnt from studying these areas has furthered and heightened my analytical skills. The mix of subjects I study along with my past experience of working in a corporate environment in the area of construction makes me very transferable within your firm.

My achievements in competitions such as European Youth Parliament and ‘Irelands Top Teens’ reaffirm my belief that I am a strong communicator and diligent group leader and team member. I am a creative and innovative individual with a wide range of interests and I admire how your firm seeks to engage paralegals in the day to day workings of the firm in order to help them gain valuable experience.

I am comfortable working in a professional and fast pace environment such as in Byrne Wallace and I would relish the opportunity to gain industry experience at such a progressive firm. As you will see from my CV my interests are vast and I have a particular interest in pursuing a career as a solicitor.

 Finally, I believe that I would be an asset to your firm. This internship would provide me with the ideal opportunity to assist your organisation and to expand my legal and analytical skills. I have enclosed a copy of my CV for your perusal. I would love an opportunity to convey my interest in person in 2018.

Sincerely,

Eva Kelly