Fiona Griffin
 Apt 17 Clonliffe Sq
 Distillery Road
 Drumcondra
 Dublin 9

Mrs Crona McLoughlin
Human Resources Manager
ByrneWallace Law Firm
88 Harcourt Street
Dublin 2

Dear Crona,

I hope this letter finds you well. I wish to apply for the position of Summer Intern as advertised on the ByrneWallace website, 16 February 2016, and enclose a copy of my CV.

As you are aware I am a final-year honours student of Business and Management (majoring in Accounting), hoping to graduate with a 2.1 degree and intending to work in a legal role. My work in ByrneWallace last summer confirmed that working within a law firm is something that I not only enjoy but believe I could be good at. I believe that my time in ByrneWallace last year was quite successful and I enjoyed it immensely and as a result would be quite anxious to work with you again.

I fully intend to jump straight into studying for my FE1 examinations upon completing my degree this May.

I look forward to hearing from you.

Please note that my final examinations take place during the first two weeks of May.

Yours sincerely,

Fiona