

43 Woodbine Avenue,  
Booterstown,  
Co. Dublin.

7<sup>th</sup> February 2019

Ms. Beth Onslow,  
HR Generalist,  
ByrneWallace,  
88 Harcourt Street,  
Dublin 2.

Dear Ms. Onslow,

I am writing to you to apply for your Summer Internship Programme. I am currently in my final year studying law at Dublin City University.

I am interested in the summer internship in your firm as I believe that working with a leading law firm will give me wide experience of all the key areas of Commercial Law, and the best quality training. I have obtained very strong results in the Commercial Law subjects at college, which I believe shows that I have an aptitude for this area.

My CV also shows that I am hardworking, determined and very organised. I have demonstrated this by obtaining strong results in my degree, while at the same time holding down a part time job two days a week throughout college.

I think that I would be a good fit for the internship as I am outgoing, personable, and I put people at ease. I have developed good interpersonal and communication skills from my experience of serving customers. I am very comfortable talking to them, giving advice and handling complaints. In teamwork environments, I am comfortable taking the lead but working in a collaborative way. Encouraging and promoting your fellow team members is essential for efficacy.

I am really attracted by the strong team spirit and collegial approach in ByrneWallace, allied with the emphasis on quality training. I am impressed by the supportive and encouraging culture in the firm, and the high level of involvement for interns. I believe that this would empower me to work to the best of my ability.

Please find attached my CV for your consideration. I look forward to hearing from you.

Yours Sincerely,

Georgia Collins