Georgina Alford

Clonmore,

Hacketstown,

Co. Carlow,

25/02/2016

To whom it may concern,

I wish to apply for a Summer internship in Byrne & Wallace.

I am interested in this position as I look forward to working in a professional environment in the legal sector and expanding my skill and knowledge base. During my time in college I have developed a keen interest for law and my ideal job would be in this sector. In college I gained experience in various aspects of MS Office, and I have also learned to proof read essays for accuracy and correct grammar and punctuation. I have continued to expand my IT Skills in my job as a technical service co-ordinator as I have learnt to use software which was new to me in a short space of time. I feel that I would have no trouble adapting to using case management or data software which may not be familiar to me.   
  
In my previous positions as club secretary, legal researcher and technical service co-ordinator I believe I have gained valuable experience and have developed many skills which will be beneficial in this role. Each role has furthered my ability to liaise with the general public and improve upon my organisation and time management skills. In particular, I believe my time spent as a legal researcher within the Defence Forces will be of great benefit to me in this role. I researched various topics of law and was involved in various elements of advisory stages within the organisation.

Whilst in full time work with Accuscience I have also kept up my interest in law by studying law part-time in Griffith College in the hopes of undertaking my first sitting of my FE1 examinations in Autumn 2016.

Thank you for taking the time to read my letter and my attached CV and I hope to hear from you soon in regards to my application.

Yours Faithfully,  
Georgina Alford