Dear Manager of the Trainee Programme,

I am a second year Law and Business student in Maynooth University. I am writing to express my strong interest in the internship offered by firm.

 I believe that my background and interests are well suited for the work conducted by your firm. Having successfully completed modules such as Company Law, Contract Law and International Business, I feel this opportunity will allow me to develop my knowledge with real life experiences. I am highly capable of working independently and as part of a team. I recently took part in the Elsa Ireland Legal Research Group on Migration Law, where I was able to practice my research and writing skills whilst working in a team.

I am hard working and ambitious, a quick learner and adaptable to any environment. My main strengths include interpersonal skills and commitment. I am excellent at building relationships not only with clients but working relations too. My can-do attitude has been said to be infectious in the work place. My role as a Senior Sales Assistant has allowed me the opportunity to lead and motivate co-workers and manage staff on a weekly basis.

 I would be most grateful for the opportunity to be an intern in your company as I would be able to demonstrate whilst further enhancing the wide variety of skills I possess. I have enclosed my CV for your consideration.

 Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Sincerely,

Ilona Balaban

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