# Isabel Law

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Hiring Manager

Byrne Wallace

Dear Hiring Manager,

Thank you for the opportunity to apply for the Internship Trainee role at your company. After reviewing your job description, it’s clear that you’re looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working college student (LLB (Hons) Law) currently attending Griffith College Dublin. During the course of my academic career, I also managed to accrue nearly 3 months of work experience. I had the privilege of working for Takara Raman & Sushi Deli in a waitress role in my free time, where I learned valuable professional skills such as customer service, teamwork and multitasking. In both my academic and professional life, I have been consistently praised as adaptable by my professors and peers. Whether working on academic, extracurricular, or professional projects, I hope to leverage into the Internship Trainee role at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (089) 257-9428 or via email at isabellaw0417@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Isabel Law