**Isabelle O’Connor**

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To Whom it May Concern,

I am writing to express my interest in you summer internship programme. I am a second year BCL student at University College Dublin and am looking for work in the legal field during the summer so I can stay in Dublin. A successful career as a lawyer has been my main goal in life since I realised my ambitions in secondary school, and I have embraced every possibility for improvement in this area. I am organised, ambitious, conscientious, dedicated, and approach all tasks with positivity, energy, and initiative. I have also developed advanced customer service, communication, and time management skills through my many experiences in the workplace.

 As a result of my education and extracurricular activities in college, I have obtained impressive legal knowledge, legal research, and legal writing skills. I also have extensive experience in the customer service industry, working at multiple restaurants and as an Administrative Assistant in various places including the United States House of Representatives. Through these opportunities, I have been able to advance my skills in regards to conflict resolution, typing and using Microsoft Office products, answering the phone, file management, legal research for assignments, and general office duties including things like printing, scanning, cleaning, and others. Because of my work in both the food service industry and small businesses or government offices as an Administrative Assistant, I have an optimal blend of people skills and technical knowledge for an internship or legal assistant position.

Additionally, I have had many leadership positions including starting my own non-profit organisation with the help of United Way, which greatly improved my personal autonomy and allowed me to learn how to figure things out for myself when necessary. I have also possessed managerial roles in various jobs, which required me to pay detailed attention to products being offered under my direction. The full details of my experience are available in my attached curriculum vitae.

I am incredibly interested in this opportunity to make progress towards my career goals, and I am confident my experience and attitude would prove that I could be very useful for you and the organisation as a whole. I have proficient knowledge and would be incredibly honoured and enthusiastic to work alongside you and your team. If you have any questions about my curriculum vitae or would like to see my references, my contact information is contained above as well as in my CV. I hope to hear from you soon and appreciate you taking the time to consider me for a position in your internship programme

Kind regards,

Isabelle O’Connor