*Ladytown*

*Newbridge*

*Co. Kildare*

9th February 2018

**Summer Internship**

Dear Sir/Madam,

I am currently a LLB student in NUI Galway and I am very keen to secure a summer internship in a solicitor office for part of the summer of 2018.

I am extremely hard working, efficient, well organised, reliable and fully appreciate the importance of being punctual. I have had several part time jobs in a variety of locations. I am confident that I am a good team player while at the same time being very comfortable working on my own. I work well under pressure and ensure that I meet deadlines. I am energetic and conscientious in my approach to work and believe I pay great attention to detail.

Please find attached my CV, I would be most grateful for any assistance you could give me in finding an internship or part time work for the remainder of the summer. I am available for interview at any time.

I look forward to hearing from you.

Yours faithfully,

James Morrin.