Jennifer Floyd

18 Mount Sandford,

Drogheda,

Co. Louth.

1st February 2019

Re: Summer Internship Programme 2019

Dear Sirs

I am writing to apply for a position on your Summer Internship Programme 2019. As requested, please find enclosed a copy of my curriculum vitae.

As you will note from my curriculum vitae, I am an ambitious and well-rounded third year Bachelor of Corporate Law (B.Corp) student at National University of Ireland, Galway. I believe the skills and experience I have gained through my academic and extracurricular endeavours make me a suitable candidate for an internship with your firm. These attributes include discipline, commitment and organisation.

Some of my more notable achievements include completing a two month summer work experience at Dorothy Walsh Solicitors and I have completed exams in Speech and Language in Performing Arts. I have also accumulated a substantial amount of relevant work experience through various employments whilst in school and university.

I believe I am very well suited both to your firm and to the role of an intern. I sincerely hope that my curriculum vitae reflects this and that I am given the opportunity to gain experience with your firm.

Thank you in advance for taking the time to consider my application and I look forward to hearing from you in due course.

Yours faithfully

Jennifer Floyd

**Enclosed:** Curriculum Vitae