159 Seamount Apartments,
Stillorgan Road,
Blackrock,
Co. Dublin

To whom it may concern,

I’d like to take this opportunity to thank you very much for taking the time to consider me for an internship position in Byrne Wallace.

I am a 22-year-old student of General Law in Dublin City University, and I am really enjoying my time there. I have three months holidays from college in the Summer and wish to seek out a position in Byrne Wallace. For some 40 years the company has been at the forefront of the legal profession in Ireland and continues to expand. I recently read how Byrne Wallace won the Chambers Europe Ireland Client Service Awards 2017. Byrne Wallace also won the 2017 Irish Law Awards Excellence in Client Service Award. I would relish being part of this stimulating environment.

I have enclosed a copy of my CV for your review. During my experience working in Eddie Sweeney Financial my communication skills were developed as I liaised with customers. In my time working in the McWilliam Park Hotel I worked as a team player as I assisted members of the sales and marketing teams. I also have leadership experience, having worked as a voluntary tutor in the Family Resource Centre in my local town. I believe that these skills would be serve me well in an internship in Byrne Wallace and that the role would afford me the opportunity to further develop these abilities.

I am honest, enthusiastic, hard-working and eager to learn. I would relish all opportunities presented to me, should I be successful in my application.

Many thanks for taking the time to consider my suitability for work in the firm. I am available for interview at any time. Should you have any queries, please do not hesitate to contact me.

Kind Regards,

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John Rafferty Mortimer