***Karen Dowd***

Lydacan Wood,

 Claregalway,

Co. Galway.

Mobile: +353 861666612

Email: K.Dowd5@nuigalway.ie

ByrneWallace,

88 Harcourt St, Saint Kevins Dublin, D02 DK18.

To whom it may concern,

I am writing to apply for a position in the summer internship programme as advertised on the ByrneWallace website. After reading the posting I am confident I would be an excellent fit in the ByrneWallace firm.

My recent engagement in an unpaid placement in a solicitor’s firm has been a joy and I wish to build on that experience in one of Ireland’s leading law firms. I am extremely hard working, dedicated, have excellent communication and time-management skills and I work extremely well as part of a team. I believe such attributes would be compatible with the collaborative approach in ByrneWallace, a firm striving for and achieving excellence.

I have gained a wealth of experience in the area of customer care and service and endeavour to provide excellent client satisfaction. I am interested in the the international aspect of ByrneWallace, having a keen interest in travel. I have excelled in the area of sport, winning numerous county league and championship medals as well as All-Ireland medals at club and county level. This has given me an appreciation for hard work, commitment and the need for high-standards, such is apparent in the exceptional history and legacy of ByrneWallace.

Obtaining a player of the year award in 2017 from my local club Claregalway as well as being selected to represent my club on the Galway team of the year in 2016 and 2017 has demonstrated my personal drive for success. Such traits would be consistent with ByrneWallace and the excellent achievements in law the firm has obtained.

I would like to take this opportunity to thank you for taking the time to read my cover letter and my CV (enclosed). I am available for interview at your earliest convenience.

I look forward to hearing from you,

Yours Sincerely,

Karen Dowd.