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January 2019

**RE Summer Internship 2019**

Dear Sir/Madam,

I am a third year Trinity College Law and Business (LL.B (B.S)) student majoring in law. I am writing to apply for the 2019 Summer Internship position, posted in a Trinity College Dublin Lawsoc email and am submitting my Curriculum Vitae for your attention.

I am a highly motivated individual seeking employment within the corporate law sector where I can put my relevant skills and training to good use. I am a quick and independent learner who can demonstrate efficient methodology and organisation during all stages of my education process yet am not afraid to ask questions when required. I enjoy working with a team and my previous job positions have allowed me to experience this whilst also being able to operate independently.

My background in horses from a very young age has ensured that I am a responsible and driven individual with good time management skills. I commute to college daily and have to structure my week efficiently so that I can fit in High performance training, exercising and caring for the horses around my lecture timetable. Similarly, at the weekend, I juggle teaching, competing nationally and overseas whilst also staying on top of my coursework as the examination period clashes with an important equestrian qualification window. This can sometimes prove difficult but I am dedicated to and passionate about this interest and enjoy the challenges of competing and seeking continuous improvement.

I possess good communication skills, both verbal and no verbal. My second level background in public speaking and debating and also the many part of many business modules where I have had to pitch projects to an audience have contributed to this. I enjoy being able to stand up and support a position in a manner that is logical, precise and compelling.

I have experience writing in a variety of forms and deciphering complex and data-driven information therefore getting better results quickly and efficiently.Many second-year modules, particularly those based on innovation and entrepreneurship have given me the opportunity to work as part of a team. They have enabled me to develop my conflict resolution and leadership skills which I have been able to put to good use in my previous job positions. I enjoy dealing with the challenges which can arise in any operation and in quickly finding the best solution to any problem which arises.

I am a confident speaker and am able to communicate with clarity and concision. With my equestrian teaching qualification, I have taught clients of all ages and have had to tailor my teaching and leadership style to the age and skill level of the pupil in order to ensure that they progress and benefit from my teaching. At the same time, I need to remain approachable and able to clarify anything they may not have understood, in order to get the best out of both horse and rider.

Due to my ongoing commitments mentioned above, coupled with working part time and travelling abroad to compete and qualify for European teams during the last two end of year examination periods, some of my results most notably the 2.2 earned in my first year are not what I expected to achieve and am continuously rectifying this by placing even more emphasis and time on my studies scoring consistently higher in all my chosen modules both last year, this year and plan to do so in my final year also.

I believe I can be a strong asset to your programme and the internship would provide me with ideal opportunity to assist your firm and to obtain a “real feel” of the corporate law working world and what would be expected of me in the future, essentially offering me a trial run in this legal area. This would greatly help me in determining what career path to follow once I have graduated from TCD in 2020.

Thank you for considering my application and I look forward to hearing from you.

Yours sincerely,

Kate Gibney