Katie Tyrrell

 3 Blackthorn Drive

 Grantstown Village

 Waterford

 Ireland

 4th February, 2018

**RE: 4th year law student seeking a summer internship for summer 2018**

Dear Sir/Madam,

Please find attached my curriculum vitae. I am in my fourth year of a law degree LLB in the University of Limerick and am looking for a summer internship with Byrne Wallace. I would welcome any opportunity for an interview in your firm.

In support of my application I would like to highlight some skills and qualities;

I worked in one of Ireland’s leading law firms ‘Dillon Eustace’ for eight months as part of my course. I had the opportunity to work in the Company Secretarial department. I mainly worked in statutory, incorporating companies and filing forms with the Companies Registration Office.

I would be most grateful if you could consider my application for a job. I have experience of the employment environment and have a very good work ethic and motivation. I currently work during holidays and some weekends as a Multi-Task Attendant in the Health Service. I am required to serve meals and clean. I can also work on my own initiative as I am a quick learner.

In my sporting career, I played field hockey for Waterford's 1st women's team. I am currently now playing for the University of Limerick's women's hockey team. Our continued success has in no small way been achieved by our strong teamwork. Our success is based on knowing the strengths and weaknesses of each team member and ultimately realising the full potential of the team. In my second year I was elected for a one year term with one other student as the organising committee for all major Law Faculty events for the academic year 2015/2016. The highlight of this was the organisation of the Law Ball which was a great success. I gained many skills such as strong leadership, a strong sales and marketing focus, strong organisational ability and project management as well as a commitment to working as a team.

I would welcome an opportunity to discuss this application further and am available for an interview anytime. Thank you for considering my application and I look forward to hearing from you

Yours sincerely

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