Dear Sir/Madam,

I am writing to you to express my interest and apply for a Summer Internship with Byrne Wallace. I am a final year student in NUIG studying Civil Law. Given the firms leading international legal services and expertise, I could offer your firm a strong analytical mind and bring the necessary skill required to succeed in the legal world, along with a keen interest in a legal research and particular interest in company law.

Studying law has given me the excellent opportunity to realise my abilities and interests academically, as well as developing strong writing and analytical skills. Within such a broad course, I discovered a passion for company law and in particularly enjoyed studying white collar crime and taxation fraud. I was fortunate to spend last year on ERASMUS, studying Political Science in ‘Sciences-Po’ Aix-en-Provence, in the south of France. As I study civil law at my home university, NUIG, I had not had the opportunity to study political and business orientated subjects until last year, which has opened many opportunities for me, I thoroughly enjoyed studying subjects such as external relations of the EU and money laundering, which I feel would only further my interest in obtaining an internship in a reputable commercial firm such as yours.

I believe I can make a substantive contribution to your office. Working as a server in a restaurant for nearly 5 years has taught me invaluable lessons on the importance of dedication, teamwork and especially communication, as well as the crucial ability to multi-task and delegate to others; as I often experienced during an under-staffed, full dinner service. Volunteering as literary assistant with an after-school scheme with disadvantaged children, as well as being very rewarding, has helped me to gain even more necessary experience in leadership and communication skills. Both experiences have helped me learn to think on my feet – which I think would be a valuable asset for your firm.

Having spent last year studying and living in France, I have gained a new outlook on life. Learning and experiencing a new culture and way of life taught me to always look at the bigger picture, as well as the significance of my actions. It was a challenging experience, but also the most fulfilling. It has sparked a thirst for travel within me last year I explored many European and North African cities. Overall, this experience has shaped me personally and academically into a well-rounded individual and I have grown significantly more confident, responsible and adaptable – an achievement that will only further add to your vibrant and dynamic firm, who is a market leader in a wide variety of practice areas.

I would greatly appreciate the opportunity to add excellent communication and teamwork skills along with an analytical mind to your distinguished firm through an internship with your office this summer. Thank you for your consideration of my application, and I look forward to speaking with you soon.

Yours Faithfully,

Katie Linden.