Fanaghans,

Inver,

Co. Donegal.

Email: kayleeniwasaki@gmail.com

7th February 2017

Byrne Wallace,

88 Harcourt Street,

Dublin 2,

Ireland.

Dear Sir/Madam

I am writing in response to your advertisement on the firms website for a Summer Internship.

I can confirm that I have a small amount of office experience, and I would be very interested in gaining more experience within the office environment. I’m in my penultimate year in Dublin City University and I am expecting to obtain a 2:1 grade in my final year.

I thank you in advance for considering my curriculum vitae and I look forward to hearing from you.

Yours faithfully,

Kayleen Iwasaki.