Reen,

Killorglin,

Co.Kerry.

0873361653

3rd February 2017.

Recruiting Manager.

88 Harcourt St,

Saint Kevin's,

Dublin 2,

D02 DK18.

Dear Sir/Madame,

I am writing with regards to the ‘Summer Internship’ position at your company as advertised on your careers page. I have enclosed my CV for your information.

I am a current final year law student at University College Cork and am due to graduate in September 2017 with an expected 2:1 degree. I am now keen to apply the knowledge I have acquired into the workplace while also gaining invaluable experience and the internship role at ‘Byrne Wallace’ would offer the perfect opportunity for me to do this.

I am particularly interested in your firm due to its impressive and notable status as one of Ireland’s largest law firms. Having researched your company, I was particularly impressed by the dramatic development of ‘Byrne Wallace’ in recent years and the company’s prestige as a desirable employer. Consequently, I would consider any chance to gain experience in such an environment as an unrivalled unique opportunity.

During my studies, I developed an excellent eye for detail and have significant experience of reading and interpreting large amounts of materials in a range of genres. I undertook a number of team projects as part of my studies, so I am very comfortable working as part of a team and am confident in my interpersonal and communication abilities. I have developed the ability to keep to deadlines and accept that this would be an important part of the role.

I would welcome the opportunity to explain more about my interest in your company and the skills and experience that I can bring to the internship. I look forward to hearing from you in the near future regarding my application.

Yours Sincerely,

Kelly O’Shea.