Dear Sir/Madam,

My name is Kevin O’Neill, and I’m writing this letter to apply for a summer internship position with your firm, Byrne Wallace. I’ve worked across continents, in various sectors, with some amazing people. Now the time has come to venture into the first real step of my future and take it by storm, and I feel that your organisation is the one to do it with.

Previous jobs have seen me excel in many different aspects, from customer care to attention to detail. I have been repeatedly told that I am an extremely social person, and my large group of colourful friends is a good indication of this. All I know is that I work hard and I like people, and if that’s the kind of thing you’re looking for, I’m the one for this internship programme.

In any case, thank you for taking the time out to consider my application, and I look forward to speaking with you in the future.

Kindest Regards,

Kevin O’Neill