Dear Sir/Madam

I have just completed my law degree at DCU, placing 5th in my class of 63. I am currently in the middle of my masters in law (LLM), I am studying in Trinity College Dublin and will finish end of June this year.

I feel that I would flourish as an individual if given the opportunity to work as a summer intern in your la firm. I have previous experience as a legal secretary and would love the chance to expand such knowledge and skills in different areas of the legal career. I feel that my personality and college experience has benefitted me greatly in dealing with people, this would enhance my knowledge in the customer service required to work in such an environment, as I am aware that solicitor’s deal with clients on a daily basis. I feel that the nature of my degree has equipped my with the law background necessary for such a role.

During my time at Rathmines I enhanced my skills in the Microsoft office suite and achieved distinctions in all areas, and therefore class myself as proficient in such an area.

I am a fast and accurate learner, with a keen eye for detail and will be very grateful for the opportunity to progress my law career. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,

Kimberley Hayden