

Laura Kelly.

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Re: Application for summer internship position.

To whom it may concern,

As a young aspiring solicitor I am extremely interested in submitting an application for your summer internship programme at Byrne Wallace Solicitors.

I am a current first year law student at Griffith College Dublin who is extremely hard working, diligent and reliable. In addition I am also currently working part-time as a customer assistant at Boots. Working with customers on a daily basis has allowed me to develop various different skills such as; communication and interpersonal skills, excellent customer service skills, working as part of a team and allowed me to experience working in a face paced, professional environment. It is my belief that all of these skills would be of great value to your firm and to your clients.

In January 2014 I lead my team to the finals of the BT Young Scientist Exhibition at the RDS. Taking part in this competition helped me to enhance my research and leadership skills. I conducted in depth research on the topic we were investigating for months leading up to the exhibition which enabled me to develop great research skills. As the team leader my ability to lead and work as part of a team grew significantly from this experience.

During transition year I worked in a primary school each Monday for the whole duration of the school year as part of the work experience element of our transition year curriculum. Working with the students and teachers alike allowed me to further develop my ability to communicate effectively and to convey complex topics or subjects to the students in a clear and understanding manner which can be beneficial as while working in law it is necessary to be able to relay complex legal issues to clients in a clear and simple manner.

I understand that you receive a large number of applications but I do, however, believe that my work ethic, motivation and pre-existing skills will allow me to fit into your firm and work environment immediately and help meet the needs of your firm.

I have enclosed a copy of my CV for your consideration. Should you have any questions about my application I can be contacted on the details I have provided above.

Thanking you in advance for your time,
Laura Kelly.