**Lauren Humphries**

**Ballytoole Lower**

**Knockanarrigan**

**Donard**

**Wicklow**

24th February 2020

**HR Manager**

**Byrne Wallace Solicitors**

**88 Harcourt Street**

**Dublin 2**

**Dear Sir/Madam**

**RE: SUMMER INTERNSHIP**

I’m writing to apply for the Summer Internship at Byrne Wallace, as advertised on your website.

At present I am studying a QQI Level 8 degree in Law at Institute of Technology Carlow. I am currently a second-year student completing modules in Contract Law, Land Law & Succession, Employment Law, Administrative Law and the Laws of Evidence.

On your website, you mention how your Summer internship allows interns to gain hands-on experience of what it would be like to work in a modern law firm and help make an informed decision on their future career. I feel this is exactly the opportunity I have been seeking, to be challenged and learn valuable legal skills for my future career alongside legal practitioners.

I have experience in various administrative and leadership roles. I gained key office skills such as answering phones, filing, photocopying and laminating. I also developed my communication and interpersonal skills. I work well in teams and in fast-paced environments.

I’ve attached a copy of my curriculum vitae so you can learn more about my educational background and all of my work experience. Please feel free to email me at laurenhumphries1998@gmail.com or call me at 087-2120079 for any further information.

I hope to hear from you.

Sincerely,

Lauren Humphries