To whomever it may concern,

I am interested in applying for a summer internship with Byrne Wallace, I am currently in my final year of Law in Dublin Institute of Technology and I wish to gain experience in the field of Law before I sit any of my professional exams. I read about your internship programme online and believe I would be an excellent candidate for the programme. I believe I am someone who is highly energetic, outgoing and detail-oriented; I can handle multiple responsibilities simultaneously. I go about my work with a high degree of professionalism. I am highly punctual, neat and tidy and enjoy completing any task that is set before me. I have a strong set of customer service skills which allows me to complete work with clients with ease. I will refuse to let any employer down if given the opportunity to be part of their business. I hope that I shall be considered for the internship programme and I look forward to hearing from you.

Yours Sincerely,

Leah Donnelly