Dear Manager of the Arthur Cox Intern Programme,

I would like to apply for a position on the Byrne and Wallace Summer Intern Programme as advertised on your website. I am currently in my third year of studying for an LLB Law degree in NUI Maynooth, having achieved a 2.1 in both first and second year.

I am ambitious and look forward to developing a successful career in the legal industry and I would relish the opportunity that an internship with a company such as Arthur Cox would afford me. I have experience of working in a busy office environment and I believe that this experience, along with my academic knowledge of law, would ensure that I can actively contribute to your company within a short period of time. I have also developed excellent secretarial and administrative skills through my active participation in a number of club positions including Secretary of Maynooth SVP and the local Foróige Club and PRO for the local camogie club.

I would be grateful if you could afford me the opportunity of an interview. With this in mind, I could make myself available at almost any time to meet with yourself or any other representative from your organisation. I will make contact with you again in the near future to follow up on this matter.

Thank you kindly for your time and consideration.

Yours sincerely,

Lilian Foley