Human Resources Manager,

Byrne Wallace,

Solicitors,

88 Harcourt Street,

Dublin 2.

29th January 2018

**RE: Summer Intern Programme**

Dear Sirs,

I am writing to express my interest in your *Summer Intern Programme*. I am a BA Ord Legal Studies and a BA Hons in Law graduate who has passed 7 FE-1 exams, with more than 2 years’ experience working in a solicitor’s office. I am a young and energetic person with a keen interest in commercial litigation.

My personal philosophy in work is to ''work as if you are in the verge of being dismissed''. Accordingly, I am very competitive and strive to produce the best outcome possible. I always strive for success.

During my combined employment working for a fast-paced commercial law firm and a busy general litigation law firm, I have been involved in many areas of law set out in my Curriculum Vitae resulting in extensive experience in the High Court, Circuit Court, District Court, EAT and WRC proceedings. My work involved corresponding with both commercial and private clients, counsel, court attendance, liaising with experts, court filing, legal writing, research, billing, reviewing financial statements, folios, employment contracts, discovery documents and commercial leases. I have extensive experience in attending settlement talks and attending court and counsel.

In light of the foregoing, I believe I have the necessary skills, experience and discipline to perform above expectation.

Please note that I am available for interview at any convenient time and can be contacted on 086 3511 404 or at manuelflorendo03@gmail.com.

Please further note that I am available to commence employment from 1 February 2018.

Many thanks for your time in considering my application.

I look forward to hearing from you.

Yours faithfully,

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***Manuel Florendo***