Mark Harkin

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Ms. Sinead Fox

HR Administrator

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20th February 2016

Ref: / Summer Internship Program

Dear Ms. Fox,

Please find attached my Curriculum Vitae for your kind attention. I would like to be considered for a position in your Summer Internship Program 2016.

I am currently in the process of completing my Bachelor-of-Laws Degree at Maynooth University. On completion, I intend to commence the FE1’s this autumn. The knowledge and skills acquired, and honed, while studying for my Bachelor-of-Laws Degree include the following; communication, problem-solving, advocacy, legal writing, advanced analytical and research skills, and time-management skills, to name but a few. I believe these skills are not only applicable to a career in law but are easily transferrable, and of benefit, to any career. In addition to my academic experience, I have a number of years of practical work experience in the area of sales and customer service. I enjoy working as part of a team or in a leadership role. I have been self-employed and have worked for both large multinationals and smaller family owned private business. I am conscientious, motivated, open to new experiences, and eager to learn.

Once again, thank you for taking the time to consider my application and I look forward to hearing back from you.

Yours sincerely,

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Mark Harkin