Maureen Piggott,

 Boula,

 Knocknagoshel,

 Tralee,

 Co. Kerry

 20 February 2016

Maple and Calder,

75 Stephens Green,

Dublin 2,

Co. Dublin.

Re: Summer Internship

Dear Sir/Madam,

I am writing to express my interest in the summer internship programme in Maples and Calder law firm. Please find attached a copy of my CV, in which I have outlined my previous and current education information, work experience history, qualifications and achievements to date.

I am currently a second year LLB Bachelors of Laws student in Waterford IT. Along with having completed my first year of Law in Waterford IT and having received an overall result of a first class honours and carrying this result through to 2nd year, I have also completed a FETAC Level 5 in Legal Administration where I was awarded a distinction. I was given the opportunity to carry out work experience in the solicitors firms Joseph B. Mannix & Co. and Maura E. Hennessy's & Co which are both located in Tralee, Co. Kerry. I enjoyed carrying out work experience in both these firms immensely and learned a great deal including the value of discretion and the importance of confidentiality when working in a legal firm. This work experience has also strengthened my desire to work in this area. I am a very quick learner, have good communication skills and enjoy dealing with clients.

I feel my academic achievements and previous work experience make me a strong candidate for this internship. I would welcome the opportunity to meet with you and am available for interview at any time. Thank you for taking the time to read my CV and I hope to hear from you in the future. My contact information is listed below.

Mobile: 0879190175

Email: maureen.piggott.mp@gmail.com

Yours Faithfully,

Maureen Piggott