

Gingerstown,
Caragh,
Naas,
Co.Kildare,
February 23rd 2016.

ByrneWallace,
87-88 Harcourt St,
Dublin 2.

Dear Sir/Madam,

I am writing to you in the hope of securing a place on your summer internship programme. My name is Meadhbh Guidera, I am twenty years old and I am currently a second year BCL (Bachelor of Civil Law) student in University College Dublin. I very much hope that my enthusiastic and positive work ethic is suited to this position.

I would best describe myself as an efficient, friendly, hardworking and organised individual who copes well under pressure and thoroughly enjoys working with others. Realising fully the importance of the excellent customer service standards you provide I can assure you that I would do my utmost to perform to the highest possible standard in all aspects of your work place.

I have always taken direction seriously and given my full commitment to any task. I am so appreciative to have been afforded the opportunity to experience the ByrneWallace working environment last summer and would truly relish the chance to return to such a successful company as yours.

Throughout all previous general and lesser legal work experience as outlined in my curriculum vitae I have always proven myself worthy of challenge, responsibility and trust viewing all positions as an opportunity to improve myself as an employee.

I sincerely hope that I have demonstrated the enthusiasm and drive necessary for such an esteemed and thriving company as yours and enclose my CV containing further information which I am available to discuss at your convenience. I look forward to hearing from you.

Yours faithfully,

Meadhbh Guidera.