Cloonadra,

Lanesboro,

County Roscommon

0868787555

30th January 2018

88 Harcourt Street,

Dublin 2,

D02 DK18,

Ireland

Dear Sir/ Madam

I am a 4th year Business and Law student in Athlone Institute of Technology and would be grateful if you would consider my application. Please find enclosed my CV with details of my qualifications and experience to date. I am a hard worker and very well organised. To date I have averaged a 2.1 while working part time during term to finance my studies and I have held this job before I started in Leaving Certificate in 2013.

I would love the opportunity to work as an intern for Byrne Wallace as I believe it will give me invaluable experience in starting off my law career. I believe I am the ideal candidate as I have excellent communication and influencing skills, strong interpersonal skills, excellent time management skills and I am extremely self motivated in everything I do while working well under pressure.

Recently I have been promoted to general manager in Supervalu at the weekends which indicates my strong ability to be a good leader at a young age. I have also been entrusted with the responsibility of counting cash and administration during the weekends and when I am on holidays from college.
In addition I am also responsible for ordering stock for various departments in the supermarket as well as working as a cashier.

Thank you for taking the time to read and consider my application. I would welcome an opportunity to discuss any employment opportunities with you personally. You can contact me at the above phone number at any time and I look forward to hearing from you.

Yours Faithfully,

Nadine Mc Gowan