

6<sup>th</sup> of February 2016

Dear Sir/Madam,

I am writing to you to express my interest in your Summer Internship Programme. Gaining a summer internship has been my highest ambition since I started college. I always try to make sure that my results and hard work reflect my desire to gain an internship with a leading law firm.

I regard myself as a hardworking, ambitious and independent individual. I believe that I have acquired the skills needed to become a successful solicitor through previous employment roles. Working in Croke Park has taught me to deal with pressure as I have to deal with large crowds. This has also taught me to be patient. I have plenty of responsibility on my shoulders as I must be trusted with other people's money as well as ensuring that the tills are properly accounted for following the event.

Working in Copper Face Jacks has opened up my eyes on life. I have worked with different people from both different cultures and backgrounds. My communication and organisational skills have vastly improved since I started working here. I am well aware that communication and organisation are vital attributes to have in order to become a successful lawyer. I always perform to the best of my abilities no matter what I am asked to do. I am aware that if I don't work hard as there may be consequences that could impact the enjoyment of the guests. I know that a lawyer must go above and beyond what is asked of them in order to keep their employers and clients satisfied.

Working as a Junior Certificate Scribe/Reader has taught me to deal with a person on a one to one basis. I must provide a comfortable and friendly environment as well as ensuring that all the student's accommodation needs are met. I must speak clearly and write neatly in order not to affect the student's grade. I believe that punctuality is essential in any job so I make sure that I always arrive early to avoid serious implications.

I have been a frequent traveller throughout the years. I have visited many different countries across Europe including multiple World War II concentration camps as well as the Blue Mosque in Turkey. I have always been fascinated by different cultures and religions. Because of this I have visited countries such as Hong Kong, Macau, Malaysia and India. I have travelled to Northern Africa visiting St Catherine's Monastery in Sinai in Egypt along with Tunisia.

Frequently travelling has granted me an appreciation of other cultures. I have come across so many different and interesting people on my travels. This has had a huge influence on my personal development as it has changed my outlook on life. I have benefitted from travelling as I have a better understanding of those who are different to me. I am also comfortable in unfamiliar environments and I feel relaxed when meeting new people.

A personal hobby of mine is walking. I have gone on many walking holidays. I have walked 110 kilometres of the Canal de Midi from Carcassonne to Beziers. I have also walked 70 kilometres of the French Camino. Walking has kept me fit and healthy and has kept me

mentally healthy too. I have gained a love of the outdoors as well as an appreciation for nature. I have developed a resilient attitude making me not wanting to give up until the job is done. Walking in uncomfortable conditions has also toughened me up when faced with a challenging situation.

Since I started college I have been continuously active in many clubs and societies. For two years I was a Committee member of the largest youth political society on campus. I am currently a member of the Maynooth hockey club and was recently called up to a national tournament in Belfast where I started every game. This has significantly enhanced my teamwork skills.

I do hope you take time to consider my application. I believe that I possess many attributes that are needed in order to gain an internship in your firm. I look forward to hearing from you soon.

Yours faithfully,

Niall Dunphy