4th February 2019

Dear Sir/Madam,

I am currently a third year Business and Law student in University College Dublin. I am applying for a place on your summer internship program after attending the recent internships fair in UCD.

While I am a very competent legal student, I believe that a number of other factors set me apart from other candidates who may be applying for a position on this programme.

The materials which I cover in my education in Business and Law give me both skills and experiences which a lot of other candidates may not have, such as networking, team work, marketing and an understanding of the business in a financial and analytical manner. I think it is critical to see the firm as much as a business which is constantly looking to develop and grow as it is to see it to see it as a legal service provider. It also gives me an important understanding of the socio-economic and business environment and most importantly, an understanding of the clients; many of whom may be businesses which we shall be both legal and business advisors to.

As an individual, I am very outgoing, confident and not afraid to get out of my comfort zone and throw myself into new situations. I am not afraid of taking knocks and I enjoy learning from my successes and failures. These are skills that I have acquired through running for contested elections, being a class rep, class captain, prefect, being involved with student unions, councils, European Youth Parliament, student society committees, etc. (further details of which I have set out in the “achievements” section of my CV). In these positions, you take on a lot of responsibility, learn how to listen, how to take criticism, make decisions and act as a leader. You must also be able to sell yourself as a credible individual to gain the trust and support of individuals, a skill which is also essential in gaining and retaining clients.

I have also worked many different part-time jobs, in Ireland and abroad, dealing with people of different cultures and socio-economic backgrounds. My experience in adapting to different situations and people is important when working and networking with different clients, providing a memorable and satisfactory experience and growing a client base. The client is number one. Without clients, there is no business.

My legal education is my structural foundation. But I feel that I can and want to bring so much more to the organisation above and beyond this base and essential requirement that not all other candidates can bring.

I attach a copy of my curriculum vitae.

I hope you take serious consideration of my application and I look forward to hearing from you.

Yours faithfully,

Peter Burke