**Roberta Urbonaviciute**

49 Ashurst Mount Merrion Ave Blackrock Co Dublin

robertaurbon@gmail.com 089 204 6218

Summer Internship Programme 2016

Byrne Wallace

87-88 Harcourt Street, Dublin, Ireland

26/02/2016

**RE: Summer Internship Programme 2016**

To Whom It May Concern:

I am a second year student at GCD Law School, writing to express my interest in securing a position as a summer intern, in response to your Summer Internship Programme 2016. I am a goal-directed team worker with an excellent academic standing and a strong interest in law and its application in the matters related to it. I have strong interpersonal, research and analytic skills that I continuously improve on while working as an advertising manager and a case worker. This set of skills is just some that I could easily apply and build upon during the internship.

In addition to my genuine interest in the internship, I have been actively involved in the charitable Hospice Helpers organisation at York University in Toronto, Canada, serving as its Vice President. This position has imparted much responsibility on my behalf and I have learned how to effectively communicate as part of a team and as a leader. It was a great experience and I continue to volunteer with the organisation during my summers and provide executive oversight.

Furthermore, working as a case worker at Irish Innocence Project, provided me with experience and perspective on how the law operates and assists. I would bring to the internship writing, research and interviewing skills I have developed from the work with the Irish Innocence Project. This role, along with my service on the executive board of GCD’s Law Society, will also allow me to further hone my communication skills, which I initially developed as a Vice President of Hospice Helpers.

I have strong communication and organisational skills, I am assertive and adaptable, and I am engaging and sociable. These attributes will help me to contribute to any tasks that may arise during the course of the internship.

I look forward to meeting with you and working as a part of the team. Please refer to the attached CV for review and consideration.

Best regards,

Roberta Urbonaviciute