

**Rory Bergin**  
**Cover Letter**

88 Harcourt St,  
Saint Kevin's,  
Dublin 2,

February 12th 2018

Dear Ms Beth Onslow

I am a Dublin City University student studying Economics, Politics and Law and am in my 2<sup>nd</sup> year of study. I would like to apply for an internship at your firm. I have a keen interest in law and intend to follow this as a career, I will apply my already developed skills to your firm with the intention of developing them further. I am an eager and determined individual who works well in a team. I have excellent organisational and communication skills and would aim to utilise these at the workplace..

I am very involved in societies throughout my university. Through being a Secretary for the Space and Robotics Club in DCU I have attained the ability to communicate clearly and effectively with all those within the society by keeping each committee member up to date on their responsibilities and the running of our society.

I have helped organise many events that involve more than one society and through this I have become efficient at organising events and collaborating with other societies. This was reinforced from my organisational experiences at Farrell and Partners solicitors firm where I learned how to manage an effective filing system and order essential items to the firm. When working in Farrell and Partners I contacted clients, organised appointments and created a schedule for the office. I have an interest in learning new abilities and gaining new experiences.

I work extremely well in a team and can keep a team motivated. I can quickly identify an issue or an inefficiency within a system and use my initiative to solve such issues.

I hope you consider me for an internship as I believe with the skills I would develop through this internship it will enable me to pursue a career at your firm, in which I will be more than capable of fulfilling.

Kindest Regards,  
Rory Bergin.