Miss Saoirse Enright

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 John B. Keane Rd,

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 Co. Kerry.

01 February 2018

Beth Onslow,

Byrne Wallce,

88 Hacourt Street,

Dublin 2.

To whom it concerns,

I am writing to express my interest about your 2018 Summer internship. Please find attached a copy of my CV, in which I have outlined my work history and achievements to date. At present, I am a third year Law Plus student at the University of Limerick with a QCA of 3.23 (2:1 2nd class honours degree). Recently, I have completed my 8-month University co-operative learning experience at Woulfe Murphy Solicitors, Co. Limerick.

While on placement I was exposed to conveyancing, estates probate, succession planning, family law and litigation work. Overall, I learned to work professionally and efficiently. My duties within Woulfe Murphy Solicitors included both administrative and legal work. This experience allowed me to further develop my skills within a professional environment.

As well as working full time I was also working part time in my local Spar. This highlights that I am hard working and committed to my end goal which is to train as a solicitor. I would be delighted to seek out a Summer internship for the Summer of 2018 as I find new challenges exciting and important.

One of my main goals is to gain experience in a larger more diverse law firm where I can have the chance to stand out and perhaps get offered a traineeship. I am attracted to your firm as you offer a wide range of modern practice areas which is appealing to me as a young person while I have also heard good reviews on the Summer internship programme that you offer.

I am confident that my academic achievements and success in my career to date make me a strong candidate for this position. I would welcome the opportunity to meet with you. Please don’t hesitate to contact me on 087 2959211 or by email at saoirseenright@live.ie.

I look forward to hearing from you in the near future.

Kind regards,

Saoirse Enright.