Clearwater Cove

 Dún Laoghaire

 Dublin

 23nd October 2015

Ms Ruth Carroll

Human Resources Manager

Mason Hayes & Curran

Solicitors

South Bank House

Barrow Street

Dublin 4

Re: Internship Programme

Dear Ms Carroll,

I wish to forward my candidacy to become part of your Summer Internship Programme. I currently work as a legal executive in the civil litigation department of D’Arcy Horan & Co Solicitors. Whilst this area of law is one I thoroughly enjoy and take great interest in, I am nonetheless keen to carve out a successful career in commercial law and relish the challenges and opportunities it will provide. In this regard, Mason, Hayes & Curran is the firm I want to succeed with.

As a recent Trinity College law graduate, I have devoted considerable time and effort in maintaining high standards of myself and those around me. My strong academic background coupled with my ambition and past summer internships make me a promising candidate for a trainee position and an excellent prospect for the future. In this regard, working with Mason, Hayes & Curran and your firm’s wide range of expertise, support and knowledge will allow me realise my potential and become a valuable asset to your firm, helping bring it continued success and sustained excellence.

One area of my life that is particularly demonstrative of these skills, aptitude and manner is the voluntary work I partake in. I currently volunteer at weekends on the front desk of the North West Hospice in Sligo. This role demands considerable responsibility and initiative on my part as I must provide an efficient service for staff members and visitors. I also answer, redirect and respond to calls both promptly and professionally whilst maintaining contact with palliative care nurses in the locality.

I also presently act as a debates adjudicator for Concern in their annual secondary schools debating competition. This worthwhile cause is aimed at promoting young people to research and debate issues of global importance and my role is to provide feedback and positive encouragement to the participants.

Please find my curriculum vitae and contact details attached. Thank you for your consideration and I look forward to any further correspondence you may have.

Yours faithfully,

Seán Delorey