9 Wigan Road,  
Whitworth Road,  
Drumcondra,  
Dublin 9.

D09 X5T9

0876116626

Dear Sir/ Madam,  
I wish to apply for a summer internship in your company.

My name is Sean Keegan and I am 21 years old. I am currently studying law in DCU and I am in third year on work placement in LK Shields Solicitors working as a paralegal. I would consider myself to be very friendly and motivated, and always open to new challenges. I am a very hard worker and have a lot of experience in a variety of working fields. I have built up skills and a range of experience from working in two law firms, Ellis & Co Solicitors, and presently LK Shields Solicitors. I am also a member of the DCU Law Society.

**Education**

* I was a student in Ballinamore Community School from 2011-2017.
* I completed the Leaving Cert in 2017.
* I am currently studying in DCU.

**Qualifications**

* I have completed six modules in ECDL.
* As of this, I am proficient with Microsoft Word, Excel, PowerPoint, Computer Essentials, Online Essentials and Microsoft Access Database.
* CPR Certificate.
* Bronze Gaisce Presidents Award.

**Skills**

* Effective communication skills.
* Team player and able to work on my own initiative.
* Organised with good time-management skills.
* Professional and motivated approach to my work.
* Good leadership qualities