February 2018.

Dear Dr Tinley,

Further to the advertisement for this undergraduate position by the University, I would like to be considered for this position and enclose my CV for your review.

As a passionate student with a love for all things law, I am currently in my second year of study in the LLB Bachelors of Law Programme. This summer I am looking for work placement in a professional environment to learn from others, and to put as much into the task on hand as I get out. Further, I am also looking to improve all aspects of my character in this working environment.

I fervently believe that my willingness to learn and determination to succeed, along with my reliable and adaptable persona make me an ideal employee to take on this position. I am an outgoing people person and am both competent and confident working in environments which can be highly customer directed and my current employments in the local Spar here in Maynooth as well as that in the Aviva Stadium as an event steward, have developed my work ethic and interpersonal skills – both of which I feel are essential for any position I may fill.

I am most grateful for your consideration of my application and I look forward to the opportunity to meet with you to learn more about the opportunity, and how I might best tackle it if the job presented itself.

Yours sincerely,

Shaun Flynn.