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Beth Onslow
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RE: Application for Summer Internship Programme

Dear Ms. Onslow,

As a highly motivated student eager to gain new skills and experience, I would like to apply for a position on your Summer Internship Programme.

As a student I have been extensively involved in extracurricular activities, such as the school debating club, as well as my college's staff-student liaison committee. While in university, I have worked on my own, and as part of a group for a number of assignments and projects, providing me with valuable experience. I participate in sports, and have been a member of my local golf club for over six years. Throughout that time, I have proven to be both competitive and disciplined, traits that are essential for those who wish to excel in sports and beyond.

Personal attributes that I believe make me suitable for this position include:

- **Strong Work Ethic:** My academic record shows I am both dedicated and meticulous when it comes to work. I give 100% to whatever task I set myself.
- **Leadership:** I am self-motivated, and will take the initiative if required to while working as part of a group.
- **Communication:** Part of being a good leader is the ability to listen. I am never too stubborn to ask for advice or assistance.

I am no stranger to taking instruction, from coaches as well as from teachers and professors. Both have commended me for my willingness to learn and develop, which makes me an ideal student for those who wish to educate or train me. I would like the opportunity to challenge myself in a different environment and I believe I have a lot to offer your organisation.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person. My CV has been included with this application for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Stephen O'Connor