20 Knockbreda Road

Belfast

BT6 0JA

15January 2018

Dear Mr.

Regarding: **Intern Employment Opportunities (Accounts/Legal Assistant)**

Currently I am in my 3rd year of Accounting and Law at Ulster University. The degree is a four-year programme with an equal weighting of accounting and law based modules. The aim of this degree is to produce professionally focused graduates who have an in-depth knowledge of the theory and practice of accounting and law. The degree course has been developed to prepare me for:

* a career in accountancy (specialising in those areas which require a more in-depth knowledge of law, such as forensics, due diligence and litigation)
* a career in law (in particular, corporate law and compliance).

To date, I have been successful in identifying a number of small business opportunities, that have allowed me to develop the necessary skills to achieve my business goals, these include research, planning and implementation but also having the flexibility to adopt to change, as opportunities present themselves. These opportunities include,

* A costume **Victorian Jewellery business**, based at St Georges Market Belfast.
* **Music promotion business**, where I have been responsible for negotiation with the artists, venue owners and for sales and marketing.

In addition, I have also gained work experience in Retail, have worked at a local convenience store for 4 years and market research, which involved the handling & analysis of confidential data. These opportunities have allowed be enhance my customer engagement and sales skills.

I am seeking an intern position to work with your firm, I am hardworking, energetic, resourceful and a trustworthy person. I would welcome the opportunity to meet with you to discuss any potential positions.

Should you require any other information please do not hesitate to contact me on 07748045769 or alternatively by email: tom.doherty@moat.ie

Yours sincerely

**Tom Doherty**