Tom McDonald,

71 Holmpatrick,

Skerries,

County Dublin,

Ireland.

25th February 2016

87-88 Harcourt Street,

Dublin 2,

Ireland.

To whom it may concern,

My name is Tom McDonald and I am a second year Economics, Politics and Law student studying in Dublin City University. I wish to apply for an internship with your firm this summer.

Please find attached my CV and application form. I would really appreciate gaining experience in this field. As you can see from my CV, I am used to dealing with important documents and have excellent customer service skills (through my previous roles as assistant to Brendan Ryan TD and customer service agent with AirCoach ltd). I have also creative skills by competing and exceling in the BT Young Scientist and Scifest science fair competitions respectively. I am also driven, passionate and determined to succeed with regards to my university course by achieving a two-one grade in my first year results.

To work with one of the top Irish legal firms in Byrne Wallace would be an honour and privilege.

Thanking you in anticipation.

Yours sincerely,

Tom McDonald.