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January 31st, 2024

RE: Summer Internship

Dear Recruiter,

I am writing to apply for the position of Summer Internship at Byrne Wallace With one year of professional experience as a Waitress, and over five years’ experience with Horse Racing and breeding. I am confident that my dedication, hard work and interpersonal strengths will be a great addition to your team.

I'm confident that I am the employee you are seeking because I believe I have the necessary skills to learn, adapt to this new environment. I honestly believe that a career opportunity like this would further add to my ambitions, drive and interest In corporate law. It's the perfect match for my skills, experience and interests.

My attached resume shows the highlights from my years of professional experience.

My experience as a Waitress has prepared me for the position of Summer Internship in many ways. First, I have excellent communication skills that have allowed me to effectively manage customers and satisfy their needs. Additionally, I have great organizational skills that I have developed in managing my time effectively. For example, I never take more than a few minutes to quickly take customer orders and make sure their expectations are met. Finally, I have developed excellent leadership skills while managing a team and problem-solving in a restaurant setting.

I also bring a strong set of interpersonal skills to the role. My experience building amicable customer service relationships will allow me to develop strong working relationships with my co-workers in the office. My ability to read a situation and adapt to changes as needed will also be beneficial to me in the office. I am a very adaptable and great collaborator, and I am sure I can bring these qualities to the role of Summer Internship.

My gap in work history is due to my education. I was working towards my DipLCM I was unable to continue my obligation when contracts where being renewed. During my studies In Maynooth University and previous work experience, I have developed strong analytical and critical thinking skills that I am confident will benefit me in the workplace. I understand the importance of staying current with trends in the media industry and I am prepared to do whatever it takes to reach success. I am certain that I have the skills, knowledge, and experience required to be a successful intern at Byrne Wallace I am extremely passionate about what I do and believe I could add value to your team.

I am very excited by this career opportunity and am interested in meeting with you to discuss further.Thank you, in advance, for your consideration.

Best regards,

Amie Young