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[Your name]  
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**Re: Application for Summer Internship**

To whom this may concern:

Dear sir/madam,

I am writing to apply for summer internship available to commence any time from July to August.

Currently, I am a fourth year Commerce/Law student studying at the University of Sydney, majoring in accounting, finance and law. For the purpose of gaining more experience, it will be very fortunate for me if this rare opportunity is given.

Being aware of Allen & Overy's reputation in capital market and merger & acquisition (M&A), with its profound vision and strong business network in China, Hong Kong and United State of America, I am particularly attracted to Allen & Overy because working for such a firm will offer me the valuable opportunity to learn from the experts about laws regarding capital market and M&A, to experience the dynamics of these two markets, and to associate with multinational corporations such as the Bank of China.

Previously, I had been working for Mallesons Stephen Jaques. As a member of the M&A team in Mallesons, while learning about the laws, I learnt about the importance of completing the assigned tasks timely. Seeing that the laws regarding M&A requires high level of planning, time management and group work, it also allowed me to exercise my management as well as communication skills to co-ordinate matters with other staffs and clients. I also assisted other partners and senior associates drafting and translating emails, legal advices, letters and contracts regarding the IPOs from English to Chinese, and vice versa. This experience provides me the opportunity to develop my drafting skill in both Chinese and English, my analysis skill and my ability to pay attention to details.

While studying in the University of Sydney, other than continue developing the skills I learnt in Mallesons, I am actively involved in the Sydney University Law Society, the University of Sydney Symphony Orchestra the Willoughby Symphony Orchestra and many others to enlarge my social contact with various people. These involvements, while allowing me to share an interest with other members of these clubs and societies, provide me the opportunity to develop my people skills as well as my communication skill.

Therefore, I am confident that my work experiences, my personal achievement and my personal involvements in the University will allow me to perform in accordance with your expectation.

Many thanks for your consideration. Enclose with this letter is a copy of my Curriculum Vita for your information. Should you need any information, please do not hesitate to contact me via email or mobile.

Yours Sincerely,

[Name]