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To  
The Director  
Human Resource Management  
Ministry of Foreign Affairs and International Trade  
P.O. Box 30551 – 00100  
Nairobi, KENYA.

Dear Sir/Madam

**RE: APPLICATION FOR INTERNSHIP**

I am writing to express my strong interest in the position of legal intern within your office. I am currently a student at Kenyatta University School of Law pursuing degree in Bachelors of Law awaiting graduation. I am very much interested in joining your team and applying my creativity, hard work, focus and commitment at the position of legal intern in your instituting.

I have confidence that my academic background has prepared me enough to impact positively if given the chance to intern at the legal office. I had an opportunity to learn various skills ranging from leadership skills, communication skills and other life skills that are key to engage constructively with day to day life activities and adventures while I was attached at the Makadara Law Courts and the Rent Restriction Tribunal.

I have built up my ability and capacity to engage more effectively and blend with various situations.

I look forward to making an impact at your institution. I have attached my resume and an introductory letter from my institution.

I look forward to hearing from you and further discussing this great opportunity. Thank you for your time and attention.

Yours sincerely,  
MWENDWA DAMARIS MUTUO