 Dear Sir/Madam,

I wish to apply for a position of a staff member as advertised and hope that you deem the experience that I gained to date will be suitable for me to be considered for one of these positions. Please find attached a copy of my CV to review for same.

I am presently completing my third year of college studying BIS (Business Information Systems) in University College Cork which is a four-year course dealing with modern information, technology and information systems.

I have a current Safe Pass Card and a current manual handling certificate, and I am Garda vetted.

I have previously worked the summer months in the landscaping sector, fast-food sector in a fitness club, and retail as well as coaching in my local soccer club  
  
  I have extensive administration experience along with excellent communication skills, both written and verbal, coupled with a strong attention to detail and an ability to cope with extensive documentation and good computer skills. I can work on my own initiative and under pressure and to tight deadlines with the capacity to quickly adapt to unforeseen client demands. I am a motivated trustworthy, hardworking individual, I have a good friendly outgoing personality and interact well with all fellow workers and superiors.  
  
 Hoping that you can consider my application for one of these available positions and should you require any further information, copies of references etc, please do not hesitate to contact me.  
  
 Kind regards,  
  
 Anthony Mc Sweeney   Mobile – 0861521027