**Ciara Gunn**

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Dear Paula,

As advertised, I wish to apply for the role as of Contracting Executive within Abbey Group. As someone who has a high amount of enthusiasm and passion for destination management and travel within Ireland, I am eager to develop a thriving career in this sector and very much hope yourself and Abbey Group are willing to take a risk on me.

From studying Tourism and Marketing in CIT, I went travelling and led myself into a career into Insurance. Over a year ago, after many years in Insurance, I decided it was time to concentrate and get a career in the sector that excites me. What I want to do and genuinely concentrate on is destination management and for me it is simple. I want to be part of a company where I can be part of the whole process of creating an experience and get involved in all elements of the travel experience. Whether it contacting a hotel/tour operator to an ever-changing requirement from a client to co-ordinating with a colleague when faced with a issue.

Over the last year, I have volunteered at many events such as Culture Night, St Patrick’s Day events all in the aid of gaining a better understanding of the industry. Along with my blog [www.irishtravelkey.ie](http://www.irishtravelkey.ie) which I set up as a platform to demonstrate my love for promoting Ireland. My aim of the next few months of the blog is to be advisor for individual and smaller groups when coming to Ireland.

With a record of over 10 years’ experience in Customer Service and Sales, I can now bring these skills I have acquired I can transfer to exceeding myself in this role. As this role with Abbey Group requires a substantial amount of administrative duties, I would be confident in abilities to apply myself. Personally, I love to work off a list and reducing what I need to do, assessing what is most important. From dealing with people daily, I truly understand how effective a relationship can have whether it be a client, a colleague or company I work with. I truly believe that a good relationship that is honest will be off a better advantage in generating better results.

Please consider me for this role as I know I would be very much a suitable person in this role and I promise I would not disappoint.

Kind Regards

Ciara Gunn – 087 780 2919