To whom it may concern,

I am currently in my (year of study) studying (course) in the Dublin Institute of Technology where I am specialising in \_\_\_\_\_\_\_ in the School of Computing. (if relevant or just mention a specific class they’d require you’re doing if you want)

Considering my relevant education in this area and my skill set that has been challenged, tested and refined throughout my academic career along with my other skills discussed below, I believe that this will make me a very competitive candidate for the position that is listed.

My coursework has introduced me to several programming languages, web technologies and different operation systems such as \_\_\_\_\_\_\_\_\_(are they relevant to the company and what they do?). I also have experience in learning and excelling at new technologies and am open to continuing to broaden my skill set as required. My technical skill set is listed in detail in my curriculum vitae. (maybe mention some more about your project, cloud computing or something you’re doing that’s relevant to their job description or somewhere that you’ve used these skills or something that the company is does that you’re working on in a project/assignment. Also maybe throw in what specific area you’d like to work in after graduation)

From other positions I have held, I have managed to acquire and perfect skills which I feel will be very valuable when undertaking a career in a company such as \_\_\_\_\_\_\_\_\_\_\_.

From my job working as a bar tender and a manager I refined my inter-personal and leadership skills and have trained myself to be able to engage with a wide variety of people stemming from all different backgrounds. This also instilled a strong work ethic in me and trained me to understand the importance of people being able to work as part of a team and on their own initiative, being punctual and learning how to deal with the public sometimes in difficult situations. From my most recent managerial role I had to be self-driven and learned how to be an inspirational and approachable team leader while still being focused on the successful running of the business. I was entrusted with many responsibilities from ensuring all relevant administration I was responsible for was done correctly, training in new staff, ensuring they work together to provide exceptional customer service at all times to effective and efficient running of the bar on a nightly basis.

I believe I can bring these skills over to my career in \_\_\_\_\_\_\_\_\_ and use them in conjunction with the technical skills I’ve already developed and the new skills I will acquire in this position.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

I am available for interview at any time and should you require any further information or references please do not hesitate to contact me.

Yours sincerely,

Cezary Karpinski