**LEWIS TALBOT**

103 Bru na hAbhainn, Slane Road, Navan, Co. Meath C15 D68W

087 404 5343 / 046 906 6385 - lewistalbot02@gmail.com

Dear Hiring Manager

I am writing to apply for a part-time position within your company, I am a college student who recently completed a level 5 degree in law in Dunboyne college. I am currently studying the law and criminology degree in Maynooth University and am in my final year.

I am 21, I’m an individual with proven leadership and organizational skills with meticulous attention to detail, I’m also a team player and have been involved with a local football team since the age of five. I also have a full driver’s license since I passed my driving test in July 2022.

In 2018 I managed to gain some valuable work experience in the form of three part time jobs, during the year of 2022 I’m looking to further expand my working experiences.

It would be a privilege to discuss any positions you may have in more details. I would be happy to come by whenever it is most convenient for you.

I am also a model for assets modelling agency.

Thank you for your time, and I am looking forward to hearing from you. I have included a copy of my latest CV with this cover letter

Sincerely,

Lewis Talbot

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**OBJECTIVE**

Hard-working college student with proven leadership and organizational skills, and meticulous attention to detail. Seeking to apply my abilities to fill a role within your company. I am a dedicated team player who can be relied upon to help your company achieve its goals.

**EDUCATION**

Maynooth University September 2021- current BCL degree

Dunboyne College September 2020- June 2021 Level 5 Law

St. Patrick’s Classical School - September 2018 – June 2020

Leaving Cert

St. Patrick’s Classical School - September 2015 – June 2018

Junior Cert

**ACHIEVEMENTS**

I managed to gain some valuable work experience in 2018

Won U15’s NECSL League 2017 with Parkvilla FC

Won U17’s NECSL League 2019 with Navan Cosmos FC

Won award for sports leadership in St. Patrick’s Classical School

**SKILLS**

Have good interpersonal communication skills

Ability to work in a team

Dynamic and have a good attitude

Excellent timekeeper

**WORK EXPERIENCE**

**Choice** – Navan, Co. Meath – December 2018

Worked part-time as a seasonal worker in Choice Stores at Navan Town Centre during the busy shopping period before and after Christmas

**Key Tasks**

Assisted customers with queries

Operated till

Stacked shelves and rotated stock in the store Kept the store floor and back areas clean and tidy

**PRL** – Rathcoole, Co. Dublin – Summer 2018 Worked in the IT department for two weeks during the summer

 **Key Tasks**

Assisted with setting up new PCs

Assisted with setting up desk phone for users Assisted with settings up printers for users

**Harvey Normans- Blanchardstown** Dublin 2020-2021 Online Sales Assistant

**Key Tasks**

Packed items for delivery

Packed items for click and collect

Shop Floor Assistant

Assist in heavy lifting

Help Customers with queries

**Knightsbrook Hotel Trim**

**August 2021- current**

**Key Tasks**

Hoovered function rooms

Cleaned meeting rooms

Served tea and coffee in meetings

Set up weddings and other activities

**INTERESTS & HOBBIES**

Currently play for the Senior Navan Cosmos FC Currently a member of Snap Fitness Gym

**Lorraine Walls**

**REFERENCES**

Choice Stores Navan Town Centre Store Manager

Mob: 085 154 4017

**Simon Simpson**

Harvey Normans Assistant manager Mob:085 732 2128

**Jason Talbot**

PRL

IT Service Delivery Manager Mob: 087 618 3522

**Maeve Tuite**

Knightsbrook Banqueting manager

Mob: 0830567337