**Anna Wiatrowska**

**68 Westbury Woods,**

**Enniscorthy,**

**Co.Wexford.**

**Anna.wiatrowska2@mail.dcu.ie**

**0872666916**

Dear Sir/Madam,

I write to you to express my interest in a position in the summer internship programme in your company advertised on your web-page. I am currently in my final year of study of law and media in Dublin City University. This course has provided me with good knowledge of the areas of law covered to date, greater knowledge of people including their media interests, what appeals to them and how to communicate more effectively. However, it is of great importance to me, as an ambitious and curious person to put these skills into practice which the internship at your firm would allow me to do.

I am a very organised person, who is capable of working under-pressure and prioritising tasks. I have been developing these qualities between my current job and college assignments and study. Organisation is a great part of my current job’s position as when I cover for my supervisor I am not only responsible for the quality of the rooms but that all orders are placed on time, that all the jobs needed to be done are rightly delegated and are being carried out correctly by the rest of the housekeeping staff. I also need to constantly be in contact with reception and the sales office in order to stay on top of all on going changes such as new bookings, cancellations, customer’s requests and complaints etc. I enjoy listening to people and problem solving. At the age of 16 I volunteered as a listener on an online counselling and therapy website which I really enjoyed doing because it helped other people who have been alone dealing with problems. This greatly improved my listening, understanding and communication skills. I am a very inquisitive person which I believe is very advantageous for a position that deals with people and their problems and enquiries. Previously while always enjoying dealing with people it was confined to friends and family who have often shared their problems with me. However, now through my job and college course I have gained more confidence and expertise in working with people. I am confident in working with other people as well as delegating work and talking about issues which may arise in the hotel or with their work ethic. I am a person who values honesty and I believe that is the best way to make a change and get things done the right way. This quality makes me stand out from some other people as they often prefer to keep quiet as they fear conversation and change. I enjoy working with people and communicating with them. In the past, I worked as an online P.R. for The Academy, thought people from Poland English. One advantage I have over some candidates is good knowledge of two languages namely; English and Polish. This is very useful now a days as many people need help in communicating in order to be understood correctly and get a fair chance to sort out their issues. Often, I have made phone calls for friends regarding bills, insurance, banking etc. due to their language barrier.

I would like to put these qualities into practice as a summer intern that would benefit your company, as well as gain valuable experience and new skills to develop as a person for a future full-time career.

As you have noticed in my C.V. my overall grade for year 2 is 2.2. This is due to failing of one media module due to my misunderstanding of the aim of the assignment given. While disappointed with this grade I am confident that I am able to achieve a 2.1 or above for in third year exams as only for this module I would have concluded the year with a strong 2.1.

I look forward to hearing from you.

Yours faithfully,

Anna Wiatrowska.