**Cal Lynn - Cover Letter**

To whom it may concern.

I believe my skills developed through my commercial experience and my educational background makes me a qualified candidate for this position and would allow me to be a key member of your team.

I am a graduate of Trinity College Dublin, completing my degree in 2014 in Business Studies (BESS) obtaining a grade of 2.1. I then studied in UCD Smurfit Business School, where I did a Master’s in Management Consultancy again achieving a 2.1 grade.

Throughout my career I have experience working in organizational change, policy, code practice and regulation. My commercial experience involves having worked in the UK and Irish energy industry for ELEXON in the UK and Bord Gais Energy in Ireland, as an Analyst. I also have experience working in the aviation industry. I am currently employed as Economic Planning and Regulation Project Manager for the DAA.

Over the last year, due to the impact of COVID 19 I made the decision to go back into education. I finished a Diploma in Legal Studies from Dublin Business School in March 2021. To further my legal knowledge that has helped me build on my experience of working in policy and regulation, I have also recently passed 7 out of 8 of the Law Society of Ireland’s FE1 Exams.

Some skills I believe I can bring to this position are:

* Strong planning and organisational skills, mapping out timelines and life cycles for change projects based on the complexity and importance of policy, code and regulatory changes.
* Project management and analytical skills, having led on a change project and regulatory and policy projects. Many of these projects looked to improve the efficiency of industry practice, streamlining new ways of measuring electricity generation, supply and demand, with a focus on assessing overall industry impact.
* Experienced in running committees and workgroups, driving discussions and the administrative organisation of meetings. Also experience in managing industry wide consultations.
* Experience with working with legal teams. I have worked with legal team in both my previous jobs with ELEXON and Bord Gais Energy.
* Working level of Microsoft Office including excel. Experience in report writing. Experience in PowerPoint and presentations, having delivered presentations to ELEXON board of directors and to Bord Gais legal team. Fast typing skills, experience in writing minutes of committee meetings.

Outside of my commercial and educational background I am passionate about sport. I play a competitive rugby for Old Wesley. I also enjoy cycling, cricket, squash and football. In my spare time I work with young men with mental health and addiction issues. This involves peer support and helping facilitate and organise group fellowship meetings.

Please see my CV for further information.

Kind regards,

Cal Lynn.