

Ciara McDonough,  
An Cladach,  
Bettystown,  
Co. Meath.  
087-9767766

Mr Séan O'Brien,  
Personnal Manager,  
Drogheda Holiday Centre,  
Drogheda,  
Co. Louth.

2<sup>nd</sup> December 2013

Dear Mr. O'Brien,

I am currently a fifth year student at the Sacred Heart School, Drogheda. I wish to apply for a job for the summer holidays. Having looked at your website I believe that I meet the description you outlines in your advertisement for a Leisure Assistant.

I have got experience working in teams through my participation in mant courses in Transition Year last year. I am a hardworking and enthusiastic student and worker. I have experience working in the catering industry as I worked as a waitress in a local café. I am very friendly and very capable with dealing with the public in a polite manner. I also have emergency first aid training and would love to volunteer to take part in lifeguard training.

Enclosed you can find my Curriculum Vitae. I am available for full time work from the 2<sup>nd</sup> of June to the end of August. If no opportunities currently exist, I would appreciate if you would retain my Curriculum Vitae on file and consider me for any positions that may arise in the future.

Yours sincerely,

Ciara McDonough