Sarah Hetherton

*Coronagh, Virginia, Co.Cavan Phone number: 353862426480 Email: sarahhetherton123@gmail.com*

Dear Ms. or Mr,

Are you looking to add a motivated hard working person to your firm? I believe that my proven communication skills, upbeat attitude and ability to learn under tight deadlines will make me an effective employee and asset to your company.

I am a highly results-oriented and have excellent customer service and communication skills I have a lot of experience dealing with customers, clients and the public in general. I have worked in the catering industry for a number of years to support myself through college. I can connect with people easily and try my best to meet the customer needs. I thrive in team settings, also can work very well independently.

I always stay cool under pressure and love to work in high pace environment. The qualities I know I will bring to your team include:

**Customer Service**: I have a proven track record in solving customer issues in an effective and professional manner. I've been named Customer Service Associate of the Month. Over the years I’ve taken a number of customer service workshops, and I always ensure I am very approachable.

**Professional Attitude**: As my references will attest to, I have a knack for always staying positive and upbeat, I am a very quick learner and I adapt well to new environments.

**Passion and organisation**: I have a true passion for law and take pride in my work and anything I do. I am also highly motivated to progress in my career and eager to grow and succeed in a fast-paced environment. I believe my organisation is what helped me reach my results in my degree. I also have an extensive knowledge of all Microsoft programmes.

I've attached a resume with more information about my background and how it helps make me the perfect fit for the position being offered. I feel confident that based on my customer-focused background and outgoing personality, that I could step in and start making a great contribution to your company on day one. I am Very serious and determined to become a Solicitor and believe this is a dream job for me to gain experience and grow within your company.

Thank you for your time, and I look forward to hearing from you soon.

Sincerely

Sarah Hetherton