

To whom it may concern,

I'm writing in response to the Part time Receptionist/Administrator vacancy posted online. I have a keen interest in the mental health sector, reflected in my degree and masters in Applied Psychology from UCC, and I'm also currently completing a masters in Psychotherapy with ICHAS. 'm flexible with my time and available immediately.

I'm conscientious, agreeable, and comfortable taking the initiative and working independently when needed, as well as being very alert to the sensitivity of the environment in which I would be working. I hope to hear from you soon.

Josh Cotter