

These CVs and application letters are examples only. None of them is perfect. Remember that you will need to adapt your letter and CV to the particular job that you are applying for. Use the following questions to help guide your analysis.

## **CV**

What is the most salient thing in the cv and why?

How do the candidates list their qualifications? What content do they include and in which order are the elements presented?

How do the candidates list their professional experience? What content do they include and in which order are the elements presented?

How do the candidates list their skills and/or qualities? What content do they include?

How do the candidates list their extra-curricular activities/additional information?

## **Letters**

### Layout

How does the layout differ between a letter sent by email and one sent by landmail?

Outside the body of the letter, what content is included and where is it placed?

What does 'Enclosure' mean and when do you use it? What is the equivalent for an email?

### Body

Where is the purpose of the letter stated and what other content accompanies it?

How do the candidates relate experience to the knowledge, skills and qualities they have?

What is the purpose of the last paragraph?

### Salutation and close

How formal are the salutation and close?

## **General**

What do you like about it? What don't you like about it?

311 Nestor Street  
West Lafayette, IN 47902

June 6, 2007

Ms. Christine Rennick  
Engineer  
Aerosol Monitoring and Analysis, Inc.  
P.O. Box 233  
Gulltown, MD 21038

Dear Ms. Rennick:

Dr. Saul Wilder, a consultant to your firm and my Organizational Management professor, has informed me that Aerosol Monitoring and Analysis is looking for someone with excellent communications skills, organizational experience, and leadership background to train for a management position. I believe that my enclosed resume will demonstrate that I have the characteristics and experience you seek. In addition, I'd like to mention how my work experience last summer makes me a particularly strong candidate for the position.

As a promoter for Kentech Training at the 1997 Paris Air Show, I discussed Kentech's products with marketers and sales personnel from around the world. I also researched and wrote reports on new product development and compiled information on aircraft industry trends. The knowledge of the aircraft industry I gained from this position would help me analyze how Aerosol products can meet the needs of regular and prospective clients, and the valuable experience I gained in promotion, sales, and marketing would help me use that information effectively.

I would welcome the opportunity to discuss these and other qualifications with you. If you are interested, please contact me at (317) 555-0118 any morning before 11:00 a.m., or feel free to leave a message. I look forward to meeting with you to discuss the ways my skills may best serve Aerosol Monitoring and Analysis.

Sincerely yours,

Jennifer Weith

Enclosure: resume

E-2 Apartment Heights Dr.  
Blacksburg, VA 24060  
(540) 555-0101  
abcd@vt.edu

February 22, 2007

Dr. Michael Jr. Rhodes  
Principal, Wolftrap Elementary School  
1205 Beulah Road  
Vienna, VA 22182

Dear Dr. Rhodes:

I enjoyed our conversation on February 18th at the Family and Child Development seminar on teaching young children and appreciated your personal input about helping children attend school for the first time. This letter is to follow-up about the Fourth Grade Teacher position as discussed at the seminar. I will be completing my Bachelor of Science Degree in Family and Child Development with a concentration in Early Childhood Education at Virginia Tech in May of 2007, and will be available for employment at that time.

The teacher preparation program at Virginia Tech includes a full academic year of student teaching. Last semester I taught second grade and this semester, fourth grade. These valuable experiences have afforded me the opportunity to:

- develop lesson plans on a wide range of topics and varying levels of academic ability,
- work with emotionally and physically challenged students in a total inclusion program,
- observe and participate in effective classroom management approaches,
- assist with parent-teacher conferences, and
- complete In-Service sessions on diversity, math and reading skills, and community relations.

Through my early childhood education courses I have had the opportunity to work in a private day care facility, Rainbow Riders Childcare Center, and in Virginia Tech's Child Development Laboratory. Both these facilities are NAEYC accredited and adhere to the highest standards. At both locations, my responsibilities included leading small and large group activities, helping with lunches and snacks, and implementing appropriate activities. Both experiences also provided me with extensive exposure to the implementation of developmentally appropriate activities and materials.

I look forward to putting my knowledge and experience into practice in the public school system. Next week I will be in Vienna, and I plan to call you then to answer any questions that you may have. I can be reached before then at (540) 555-7670. Thank you for your consideration.

Sincerely,

Donna Harrington  
Enclosure

April 14, 2007

Mr. William Jackson  
Employment Manager  
Acme Pharmaceutical Corporation  
13764 Jefferson Parkway  
Roanoke, VA 24019  
jackson@acmepharmaceutical.com

Dear Mr. Jackson:

From your company's web site I learned about your need for a sales representative for the Virginia, Maryland, and North Carolina areas. I am very interested in this position with Acme Pharmaceuticals, and believe that my education and employment background are appropriate for the position.

While working toward my master's degree, I was employed as a sales representative with a small dairy foods firm. I increased my sales volume and profit margin appreciably while at Farmer's Foods, and I would like to repeat that success in the pharmaceutical industry. I have a strong academic background in biology and marketing, and think that I could apply my combination of knowledge and experience to the health industry. I will complete my master's degree in marketing in mid-May and will be available to begin employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position.

I look forward to talking with you regarding sales opportunities with Acme Pharmaceuticals. Within the next week I will contact you to confirm that you received my email and resume and to answer any questions you may have.

Thank you for your consideration.

Sincerely,

Lynn A. Johnson

5542 Hunt Club Lane, #1  
Blacksburg, VA 24060  
(540) 555-8082  
lajohnson@vt.edu

Resume attached as MS Word document

March 14, 2008

Ms. Charlene Prince  
Director of Personnel  
Large National Bank Corporation  
Roanoke, VA 24040  
cprince@largebank.com

Dear Ms. Prince:

As I indicated in our telephone conversation yesterday, I would like to apply for the marketing research position you advertised in the March 12th edition of the Roanoke Times and World News. With my undergraduate research background, my training in psychology and sociology, and my work experience, I believe I could make a valuable contribution to Large National Bank Corporation in this position.

In May I will complete my Bachelor of Science in Psychology with a minor in Sociology from Virginia Polytechnic Institute and State University. As part of the requirements for this degree, I am involved in a senior marketing research project that has given me experience interviewing and surveying research subjects and assisting with the analysis of the data collected. I also have completed a course in statistics and research methods.

In addition to academic work, my experience also includes working part-time as a bookkeeper in a small independent bookstore with an annual budget of approximately \$150,000. Because of the small size of this business, I have been exposed to and participated in most aspects of managing a business, including advertising and marketing. As the bookkeeper, I produced monthly sales reports that allow the owner/buyer to project seasonal inventory needs. I also assisted with the development of ideas for special promotional events and calculated book sales proceeds after each event in order to evaluate its success.

I believe that the combination of my business experience and social science research training is well-suited to the marketing research position you described. I have enclosed a copy of my resume with additional information about my qualifications. Thank you for your consideration. I look forward to receiving your reply.

Sincerely,

Jessica Lawrence

250 Prices Fork Road  
Blacksburg, VA 24060  
(540) 555-1234  
jessica.lawrence@vt.edu

Resume text included in email below and attached as MS Word document

1000 Terrace View Apts.  
Blacksburg, VA 24060  
(540) 555-4523  
stevemason@vt.edu

March 25, 2008

Mr. John Wilson  
Personnel Director  
Anderson Construction Company  
3507 Rockville Pike  
Rockville, MD 20895

Dear Mr. Wilson:

I read in the March 24th Washington Post classified section of your need for a Civil Engineer or Building Construction graduate for one of your Washington, DC, area sites. I will be returning to the Washington area after graduation in May and believe that I have the necessary credentials for the project.

I have worked at various levels in the construction industry every summer since the 8th grade. As you can see from my resume, I worked several summers as a general laborer, gradually moved up to a carpenter, and last summer I worked as assistant construction manager on a 100 million dollar job.

In addition to this practical experience, I will complete requirements for my Building Construction degree in May. As you may know, Virginia Tech is one of the few universities in the country that offers such a specialized degree for the construction industry. I am confident that my Building Construction degree, along with my years of construction industry experience, make me an excellent candidate for your job.

The Anderson Construction Company projects are familiar to me, and my aspiration is to work for a company that has your excellent reputation. I would welcome the opportunity to interview with you. I will be in the Washington area during the week of April 12th and would be available to speak with you at that time. In the next week to ten days I will contact you to answer any questions you may have.

Thank you for your consideration.

Sincerely,

Steve Mason

Enclosure

December 12, 2007

Mr. Robert Burns  
President, Template Division  
MEGATEK Corporation  
9845 Technical Way  
Arlington, VA 22207  
burns@megatek.com

Dear Mr. Burns:

I learned of MEGATEK through online research using the CareerSearch database through Career Services at Virginia Tech where I am completing my Master's degree in Mechanical Engineering. From my research on your web site, I believe there would be a good fit between my skills and interests and your needs. I am interested in a software engineering position upon completion of my degree in May 2008.

As a graduate student, I am one of six members on a software development team where we are writing a computer aided aircraft design program for NASA. My responsibilities include designing, coding, and testing of a graphical portion of the program which requires the use of GIARO for graphics input and output. I have a strong background in computer aided design, software development, and engineering, and believe that these skills would benefit the designing and manufacturing aspects of Template software. Enclosed is my resume which further outlines my qualifications.

My qualifications make me well suited to the projects areas in which your division of MEGATEK is expanding efforts. I would appreciate the opportunity to discuss a position with you, and will contact you in a week or ten days to answer any questions you may have and to see if you need any other information from me such as a company application form or transcripts. Thank you for your consideration.

Yours Sincerely,

William Stevens

123 Ascot Lane  
Blacksburg, VA 24060  
(540) 555-2556  
WStevens@vt.edu

Resume attached as MS Word document

2343 Blankinship Road  
Blacksburg, VA 24060  
(540) 555-2233  
StacyLeeGimble@vt.edu

January 12, 2006

Ms. Sylvia Range  
Special Programs Assistant  
Marion County Family Court Wilderness Challenge  
303 Center Street  
Marion, VA 24560

Dear Ms. Range:

I am a junior at Virginia Tech, working toward my bachelor's degree in family and child development. I am seeking an internship for this summer 2006, and while researching opportunities in the field of criminal justice and law, I found that your program works with juvenile delinquents. I am writing to inquire about possible internship opportunities with the Marion County Family Court Wilderness Challenge.

My work background and coursework have supplied me with many skills and an understanding of dealing with the adolescent community; for example:

- I worked as a hotline assistant for a local intervention center. I counseled teenagers about personal concerns and referred them, when necessary, to appropriate professional services for additional help.
- I have been active at my university as a resident hall assistant, which requires me to establish rapport with fifty residents and advise them on personal matters, as well as university policies. In addition, I develop social and educational programs and activities each semester for up to 200 participants.

My enclosed resume provides additional details about my background. I will be in the Marion area during my Spring break, March 6 - March 10. I will call you next week to see if it would be possible to meet with you in early March to discuss your program.

Thank you for your consideration.

Sincerely,

Stacy Lee Gimble  
Encl.

## Sarah M. Barbour

### Current Address:

100 Houston Street  
Blacksburg, VA 24060  
(540) 555-6666

[sbarbour@vt.edu](mailto:sbarbour@vt.edu)

### Permanent Address:

22141 Cabin Road  
Square, VA 23456  
(703) 555-1234

**OBJECTIVE** To obtain a governmental affairs position utilizing language skills

**EDUCATION** **BACHELOR OF ARTS, INTERNATIONAL STUDIES AND POLITICAL SCIENCE**, May 2003

Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA

**Minor – Spanish** Overall GPA: 2.9/4.0; Dean's List last 3 semesters

**VIRGINIA TECH'S "WASHINGTON SEMESTER,"** Alexandria, VA, Summer 2002

- In conjunction with internship with US Agency for International Development: senior seminar in US public policy and political institutions.
- Site visits at the Environmental Protection Agency, Senator John Warner's office, the Campaign Center and the Library of Congress.

**CENTER FOR EUROPEAN STUDIES AND ARCHITECTURE,** Riva San Vitale, Switzerland, Fall 2001

- Studied Italian, Roman history, humanities and art.
- Traveled to Spain, Germany, Austria, France, Italy and England studying culture, art, history, politics and languages.

### LANGUAGE SKILLS

- Written and oral fluency in Spanish.
- Basic writing skills and conversational proficiency in German, French, and Italian.

### RELATED EXPERIENCE

**INTERN, US Agency for International Development**  
Summer 2002

- Assisted in the creation of an agency-wide database.
- Performed technical analysis of various agency programs and communicated their status to USAID missions throughout the world.
- Attended USAID and State Department meetings concerning global environmental issues.

### OTHER EXPERIENCE

Receptionist, George Mason University School of Law, Arlington, VA Summer 2001

- Processed and filed incoming student applications and sent brochures to prospective students.

Receptionist, Chesapeake Materials, Inc. Dumfries, VA  
Summer 2000

- Organized the filing system for a branch office, performed general office work and made bank deposits.

Office Assistant, Cedar Systems, Inc. (through Temporary Solutions) Woodbridge, VA Summer 1999

- Awarded August "Temp of the Month."
- Assisted in the organization of the company's computer classes and performed general office work.

**ACTIVITIES**

Phi Beta Delta International Honor Society  
International Studies Organization  
Spanish Club of Virginia Tech  
Dance Company of Virginia Tech, Stage Manager 2002-03

Gerry Traindorf  
3332 Orange Drive  
516-555-5555 Korham City, NY 55555

### **Personal Profile**

Academic background in International Business, Marketing, Economics, and History, including a semester of study in Great Britain. Practical foundation of administrative, supervisory, computer, and organizational skills acquired from broad-based part-time work experience. Enthusiastic, resourceful and trainable. Offer old-fashioned work-ethic and excellent prioritization abilities developed through balancing of rigorous academic and employment objectives throughout high school and college. Will do whatever is necessary to get a job done.

### **Education**

New Fellow University  
New York, NY

Bachelor of Arts in Business 2001 - 2005  
Concentration: Business and Economics

Member: Languages Club

Representative courses: Marketing, Economics, Accounting, Business Information Systems, Management, Corporate Finance, International Trade and Investments, Business Law, Statistics, Quantitative Methods, International Relations, History and Culture of Africa.

University of Klein  
London, England

International Culture 1988 - 2001

Studied British and Western European life and culture from medieval times to present. Gained a valuable overview of European economic and social culture through travel throughout Great Britain, Ireland, France, Italy, Germany, Austria, Belgium, and the Netherlands. Observed European and British cultural differences, economic and business practices, currency exchange, Euro Dollar conversion process, and national political environments.

### **Business Experience**

International import export exposure with UPS.

Learned to work in high-pressure, quick-response disaster environment with Red Cross. Gained supervisory and training knowledge from NYU's Arts' Department. Experienced working in local government with Nassau County.

Performing Arts' Assistant

New Times University, Cheshire, NY  
1999

Estee Laundry Assembler/Auditor  
Graver Packers, NY  
1998

International Audit Clerk  
United Delivery Service, NY  
1997

Audit Clerk Nassau County  
City of Nassau, NY  
1996

Flight 555 Disaster Aid  
Blue Cross, NY  
1995

### **Key Computer and Communication Skills**

Mastery of Microsoft Word, Excel, and Access; WordPerfect; Windows 95/3.1 and DOS. Familiar with Quattro Pro. Published writer and editor

# Peter David Stevens

University of Texas at Austin  
1 University Station - C2369  
Austin, TX 78712  
(512) 555-3454

[pdstevens@utexas.edu](mailto:pdstevens@utexas.edu)

<http://www.utexas.edu/~pdstevens>

## EDUCATION

### BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING

University of Texas, Austin, TX, May 2002

College and Graduate School of Business

Major: Marketing; Minor: Spanish

Cumulative GPA: 3.8

## PROFESSIONAL SKILLS

### Entrepreneurial:

- Designed, published and promoted 35-page marketing Web site.
- Established, managed, and sold lawn service consisting of 20 clients.
- Founded and maintained car detailing service responsible for 25 clients.

### Professional Sales:

- Telemarketed as an order-taker for Longhorn Tire Supply, which involved learning and implementing sales presentation and conflict-resolution skills.
- Performed cold, door-to-door sales calls to obtain clientele for a deli delivery route and landscape service company.
- Solicited Austin business professionals for donations and sponsorships of UT Crew, Club Hispanic, and George Bush Hall events.

### Communications:

- Composed business news articles as an intern and authored editorial articles as a freelance columnist for the *Texas Business Weekly*.
- Drafted professional letters for the Texas Bureau for Compliance Monitoring and a financial assistance proposal for the Austin Rotary Club in an academic internship with the Migrant Farmworkers Association.
- Performed reading, writing, and speaking activities in Spanish while participating in a language immersion program in Costa Rica, a Latin American Studies trip in Guatemala, and a business internship program in Ecuador.

### Multicultural:

- Developed integrated marketing plan for sale of services to Latin American municipalities through internship program in Ecuador.
- Participated in Spanish immersion program in San José, Costa Rica, while living with a local family and attending a language school for one month.
- Interacted with Mayan Indians to observe their cultural norms and study their language for two weeks through a Latin American Studies trip to Guatemala.

## HONORS

- Who's Who Among Students in American Universities
- National Honor Society: 4 Semesters
- Dean's List: 4 Semesters
- Honor Roll: 2 Semesters

# R. Louis Green

847 University Blvd., Apt. 3, Syracuse, NY 13244

Phone: (315) 555-3214 -- Cell: (315) 555-3834

Email Address: [rgreen@syracuse.edu](mailto:rgreen@syracuse.edu)

- Profile**
- Creative problem-solver and marketer, who can see big picture while never losing sight of details that deliver results.
  - Motivated team player with demonstrated talent for deploying research and organizational skills toward analyzing, upgrading, and streamlining complex marketing processes for improvement opportunities.
  - Enthusiastic self-starter who can boost productivity, cut costs, foster efficiency, and ensure profitability.
  - Goal-driven achiever with strong organizational skills, detail orientation.
- Education**
- Bachelor of Business Administration  
Syracuse University, Syracuse, NY  
Graduation Date: May 2003  
Major: Marketing  
Minor: Information Technology  
Overall GPA: 3.89 Minor GPA: 4.00
- Experience**
- Computer Lab Manager***  
*Syracuse University, Division of Information Technology, August 2000 - present*
- Manage team of five assistants in 30-desktop lab.
  - Develop solutions for all aspects of lab usage.
  - Ensure safety and security in the lab.
  - Serve as key member of IT management solutions team.
- Marketing Specialist***  
*Manlius Temporary Services, Manlius, NY, May 2000 – present*
- Function as versatile team player with ability to quickly assess, comprehend, and manage new business scenarios, customer groups, and product types.
  - Play key role in the development, rollout, and management of numerous marketing campaigns for a variety of employers, including:
    - **Carrier Corporation:** Marketing Assistant in brand development department
    - **University Hospital Home Care Services:** Marketing Assistant in public relations department
    - **Orangemen Products Company:** Marketing Assistant in marketing department
- Awards and Honors**
- Syracuse University Business School Foundation Merit Award in Marketing
  - Outstanding Marketing Senior Award
  - Beta Gamma Sigma - Business Honor Society
  - Mortar Board
  - Dean's List
  - Who's Who Among American College Students
  - Phi Eta Sigma - Freshman Honor Society
  - Dean's Scholarship Award

# Kristi DiCard

---

**Present Address:**

1030 North University Blvd. #24  
Chapel Hill, NC 27599  
(919) 555-6567

**Permanent Address:**

7 Shawnee Road  
Short Hills, NJ 07078  
(201) 555-9318

Email: [kdicard@unc.edu](mailto:kdicard@unc.edu)

---

**EDUC  
ATION  
:**

*Bachelor of Arts, [University of North Carolina](http://www.unc.edu), Chapel Hill, NC, December 2003*  
Major: *Psychology* Minor: *Political Science*  
Overall GPA: 3.9

**EXPE  
RIENC  
E:**

**Case Assistant**, Psychology Associates, Chapel Hill, NC, 2/01-present

- Participate and help run group therapy sessions.
- Strive to help each client.
- Manage daily case paperwork.

**Sales Associate**, The Gap, Inc., Chapel Hill, NC, 2/00-2/01

- Assisted customers with purchases and handled sales transactions.
- Recognized three times as sales associate of the month for Florida region.

**Teaching Assistant**, UNC Discovery Program, Chapel Hill, NC, 8/00-12/00

- Taught several classes.
- Handled administrative duties.

**Departmental Assistant**, UNC Psychology Department, Chapel Hill, NC, 8/99-present

- Participate in all phases of the research process, including research design, data collection, and data analysis, for project dealing with employee theft, university clinic client profile, undergraduate and graduate curriculum revision, and behavior analysis.
- Contribute to Web site development, grading papers, and setting appointments.

**Assistant Manager**, The Manor Restaurant, West Orange, NJ, 6/97-present

- Train and schedule staff; order supplies.
- Promote customer satisfaction through personal interaction.
- Began as hostess and was quickly promoted to waitress; ultimately ascended to managerial staff and contribute as part of management team during the summer months.

**COMP  
UTER  
SKILL  
S:**

Windows: Microsoft Word, Excel, Access, and PowerPoint Internet proficiency (HTML, FrontPage)

**ACTIVI  
TIES:**

Member, Omicron Delta Kappa National Leadership Society Vice President of Administration, Panhellenic Council Standards Board, Pledge Orientation Committee member, Pi Beta Phi sorority Advisor, Junior Panhellenic Council Volunteer, HeadStart Community Service Program

**HONO  
RS:**

Selected for Who's Who Among American College Students BellSouth Marketing Award Dean's List (all semesters) Dean's Scholarship Wheat Academic Scholarship Pi Beta Phi New Member With The Highest GPA Award

# Jimmy Zitbolli

Gettysburg College  
Campus Box 4303  
Gettysburg, PA 17325-4303  
[zitbolli@gettysburg.edu](mailto:zitbolli@gettysburg.edu)

- Education:** **Bachelor of Arts**, Gettysburg College, Gettysburg, PA, May 2002  
Major: Digital Arts Minor: Marketing Specialization: Information Systems
- Experience:** **Director of Marketing**, Web Solutions Inc., Gettysburg, PA, Summer 2002
- Organized and attended NRA and Comdex 02 trade shows.
  - Sold Web site service to Central Pennsylvania companies.
  - Designed various Web sites.
  - Coordinated seminars discussing the Internet.
- Advertising Specialist and Consultant**, Gettysburg College, Gettysburg, PA, Nov. 2000 - present
- Directed marketing for the 1996 Gettysburg Tennis Team.
  - Created 2000 and 2001 Career Fair posters.
  - Designed and maintained Web sites for various college departments.
  - Coordinated 2002 Summer Business School Abroad Program.
- Kitchen Positions**, Restaurant Industry, NJ, 1993-1999  
Seasonally employed as a chef to finance education:
- Catering Chef, The Manor, West Orange, New Jersey, summers 1998, 1999
  - Assistant Chef, La Primavera, West Orange, New Jersey, 1995, 1996, 1997
  - Prep Cook, Il Tulapanos, Cedar Grove, New Jersey, summers 1993, 1994
- Achievements & Activities:** **President and Founder:** Managerial Events Committee, Gettysburg College
- Led committee in organizing and implementing First Annual Career Development Conference attended by more than 20 of North America's top companies, including Johnson & Johnson, Oracle, Silicon Graphics, New York Life, Utility Partners, and Bank of America.
  - Established organization as a member of Students In Free Enterprise (SIFE).
- Fund Raiser:** Personally raised more \$1,200 in food for the Red Cross.  
**Vice President of Communications:** American Marketing Association, Gettysburg College chapter.  
**Representative:** Student Government Association.
- Computer Skills:** Windows NT, Microsoft Office, Nextstep, HTML/Web Publishing, Macintosh, True Space, Visual Basic, Adobe Photoshop, Systems Development, Corel Draw, Macromedia Director, Dun & Bradstreet Marketplace
- Language Skills:** Reading and speaking knowledge in Spanish
- Honors:** Gettysburg College Honor Roll, Fall 2000 Citizen Scholarship, Gettysburg College, Fall 1999 John Bishop Scholarship, Gettysburg College, Fall 2001 Culinary Scholarship, Johnson and Whales University, Fall 1998

# **SAM A. EVANSTON**

1000 NE Campus Parkway  
Box 353445  
Seattle, WA 98195-3445  
(206) 555-9686

E-Mail: [saevanst@u.washington.edu](mailto:saevanst@u.washington.edu)

Web Address: <http://www.washington.edu/~saevanst/>

## **OBJECTIVE**

**Contribute strong customer-service focus in a creative, exciting marketing-oriented setting.**

## **PROFILE**

**Creative marketing problem-solver. Award-winning customer-service provider. Entrepreneurial self-starter. Hard-working, dedicated professional.**

## **EDUCATION**

**Bachelor of Business Administration, [University of Washington](#), Seattle, WA, December 2003**

- **Major in General Business**
- **Minors in Marketing and Business Law**
- **Grade Point Average: 3.4**
- **Dean's List**
- **Freshman Honorary Society**
- **Most outstanding academic performance by a junior in the General Business major.**
- **Maintained high G.P.A. while working full-time to finance 100% of tuition.**

## **EXPERIENCE**

**Entrepreneur, [WIRED ON JAVA!](#), Seattle, WA, 1/00 - Present**

- **Participated on a team of six entrepreneurs through the Quintessential Careers Entrepreneurial Program at University of Washington.**
- **Played instrumental role in creating business idea, formulating a business plan, and operating of business.**

**Server, OYSTER CREEK INN, Seattle, WA, 8/99 - Present.**

- **Completed extensive training course that promoted providing excellent service to every guest through both individual and teamwork.**
- **Voted by management as employee of the month for April 2000.**

**Assistant Manager, ARDOUR & PED, Seattle, WA, 6/98 - 8/99.**

- **Trained new employees on suggestive selling, creating pleasing displays, computer P.O.S. system, and servicing customers.**
- **Created unique clothing and accessory displays.**

***Assistant Manager, THE SCOTT GROUP, INC., Naturalizer Division, Poulsbo, WA, 9/95 - 5/98.***

- **Won several customer service and sales awards for providing service exceeding customer expectations.**
- **Oversaw payroll, daily records, and ordering/receiving of merchandise.**

***Assistant Function Coordinator, WINDSOR HOUSE HOTEL, Perthshire, Scotland, 2/93 - 5/95.***

- **Assisted Function Coordinator in selling, planning, and administering weddings, banquets, and holiday parties for both hotel and private guests.**
- **Managed several smaller functions, handling all aspects of event coordination.**

#### **COMPUTER SKILLS**

**Windows, Microsoft Word, Microsoft Excel, Lotus 1-2-3, PowerPoint, WordPerfect, and HTML programming.**

#### **FOREIGN TRAVEL**

**Dual citizen of United Kingdom and U.S. Extensive European travel**

#### **REFERENCES**

**Available on request.**

Phil Attenborough and Nigel Lynn ACMA, Consultants  
Hewitson Walker  
[Application@hewitsonwalker.com](mailto:Application@hewitsonwalker.com)

March 10, 2006

Dear Mr Attenborough and Mr Lynn,

I have read in the Financial Times that there is a vacancy for a Project Accountant within L'OREAL's UK and European project team. The vacancy immediately drew my attention because not only is L'OREAL the world leader when it comes to cosmetics, but it is still growing, which means that there will always be place for a new and innovative project. In the vacancy L'OREAL states that they are looking for someone who is commercial, strategic and who can develop and plan activities. I believe that I am that person and therefore will be a strongly motivated asset for L'OREAL.

I would enjoy the challenge of working in L'OREAL's UK and European project team. I believe that I can be an asset because I have acquired skills in sales and marketing as well as organisational and communicational skills within my previous job experiences, which are listed on curriculum, attached. I would love to work for L'OREAL because L'OREAL can enable me to acquire more knowledge and skills.

I am a final year student at the International Business and Management School of Hanze University Groningen in the Netherlands. Here, I shall be finalising my International Business and Management Studies with a major in Marketing/International management. I am currently on the Erasmus programme in Lisbon, where I shall live for half a year. During the processes of my study, there were a lot of group projects in the field of international marketing and management in which I had to participate. This gave me great insight into how consumer behaviour can be manipulated and work in favour of a commercial market. Secondly, my planning became better, organisational skills improved and my communication skills grew. Furthermore the group projects in which I had to participate gave me great insight into how to work in a diversified team and it helped me become a team player and deal with the cultural differences that can occur while working with people from different backgrounds.

Please refer to my curriculum for further details, and of course, I shall be glad to provide you with any further information during an interview. I look forward to hearing from you at your earliest convenience.

Sincerely,

Melisa De Silva

Noordenveld 5  
9642 GG Veendam  
The Netherlands  
+31 6 24 94 45 49  
[melisa@hotmail.com](mailto:melisa@hotmail.com)

Attached : CV as MS Word document

Dear Mr ...

Please find attached my application for the post of --- , ref. ... as advertised in the ... on ...

Should you require any further information, please do not hesitate to contact me.

Yours sincerely,

....

ahenshall @iseg.utl.pt  
R. do Quelhas, 6  
1200 – 781 Lisboa  
PORTUGAL

CV and application letter attached as Word documents.

## Apply for: Sales Executive - Corporate Incentives, REILLY PEOPLE

Use this form to send your application directly to the recruiter. You'll need to complete all the sections marked with a •.

### Contact information

Title

First Name - •

Last Name - •

Email address - •

### CV and covering message

Attach CV

Covering message - •