

# Thomas Example

Email: email@email.com | Phone: +49 30 5256458 | Mobile: +49 177 6253526

## PERSONAL PROFILE

I am an outgoing individual with work experience in business administration, looking for a placement in an Irish company. I am in my 4th year of study at Kings College where I study Business and Marketing, and I have a particular passion for online marketing and social media. I hope this placement will enhance my professional skills and improve my command of English, as well as broadening my horizons and understanding of Irish culture. I am strongly motivated to make a meaningful contribution to the running of a company, while benefitting from this unique opportunity.

## WORK EXPERIENCE

### **Trainee Administrator**

**Bocht Event Management, Berlin, Germany**

*03/07/2015–present*

- Organised meetings through our intern information system
- Managed and updated data in our database system
- Managed incoming and outgoing invoices
- Monitored Facebook page and updated it with news
- Searched for new potential clients on the Internet
- Dealt with incoming calls and forwarded them to the right person

**GIVE AS MANY DETAILED EXAMPLES AS POSSIBLE**

### **Shop Assistant**

**Lidl supermarket, Berlin, Germany**

*21/02/2013–03/07/2015*

- Re-stocked the shelves
- Helped customers find goods and navigate the store
- Managed the till

## EDUCATION & TRAINING

**Business Administration (Your Course Title)**

**Vocational School, Berlin, Germany**

*01/10/2014–Present*

### General subjects

- English, French, Mathematics

### Job-related subjects

- Accountancy, Marketing, Statistics

**GIVE AS MANY DETAILED EXAMPLES AS POSSIBLE**

## SKILLS

- Market research
- Customer Service
- Preparing documents in standardized formats
- Basic computer skills (Word, Excel, PowerPoint).

**GIVE AS MANY DETAILED EXAMPLES AS POSSIBLE**

## LANGUAGES

German: Native speaker (C2)

English: Intermediate (B1)

French: Beginner (A2)

## INTERESTS

I have a passion for photography. In my free time I usually go running and I also love cooking.

### Top Tips

1. In the Education & Training section write the name and dates of your course, and make a list of what you study. The more detail the better!
2. In the Work Experience section always write the name of the company you worked for, the name of your position and list what your tasks and responsibilities were.
3. Be honest about your skills and competences.
4. Do not make jokes or use inappropriate language.
5. Focus on your strengths. Do not mention your weaknesses or share overly private information.
6. Fill at least  $\frac{3}{4}$  of a page, then read it through several times and check spelling and grammar with your teacher/friends/online resources.

### Potential Other Related Tasks

- Appointing meetings
- Customer Service, dealing with incoming phone calls
- Using Microsoft Office Products (Excel, Word, PowerPoint etc.) – basic/professional
- Managing incoming and outgoing invoices
- Calculating offers
- Marketing Research
- Taking details of problems

**PLEASE PROVIDE DETAILS OF SIMILAR TASKS YOU MAY HAVE CARRIED OUT**