Thomas Example

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PERSONAL PROFILE

I am an outgoing individual with work experience in <u>business administration</u>, looking for a placement in an Irish company. In am in my <u>4th year of study at Kings College</u> where I study <u>Business and Marketing</u>, and I have a particular passion for <u>online marketing and social media</u>. 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

- · 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

03/07/2015-present

EDUCATION & TRAINING

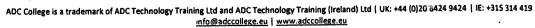
Business Administration (Your Course Title) **Vocational School, Berlin, Germany**01/10/2014–Present

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)

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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 ¾ 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