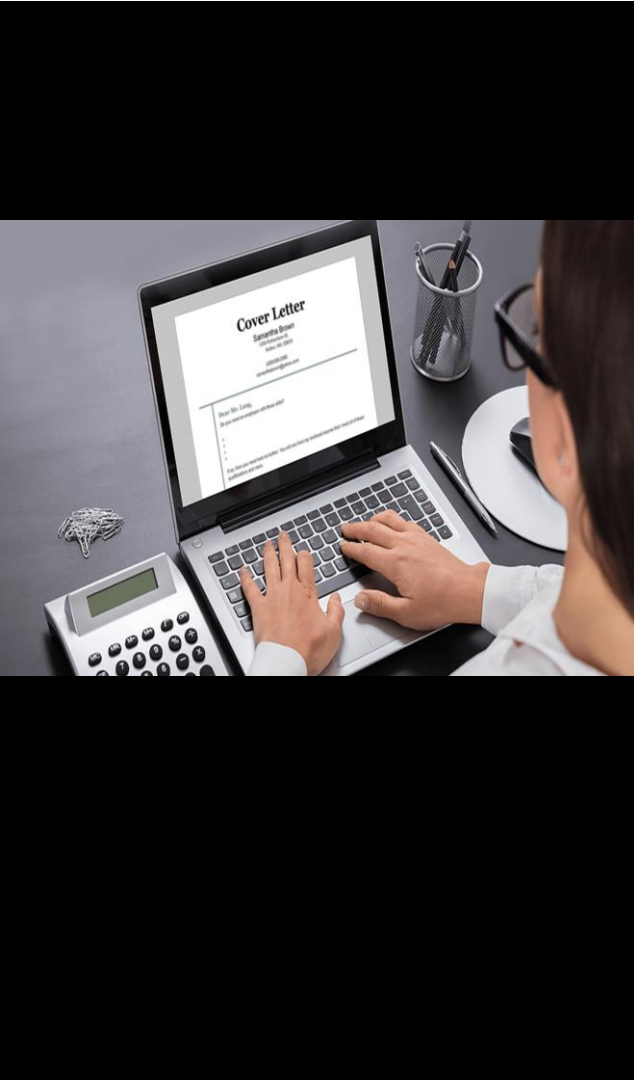


# The CV & Cover letter – RF56



# The Cover Letter



Look for information about the company

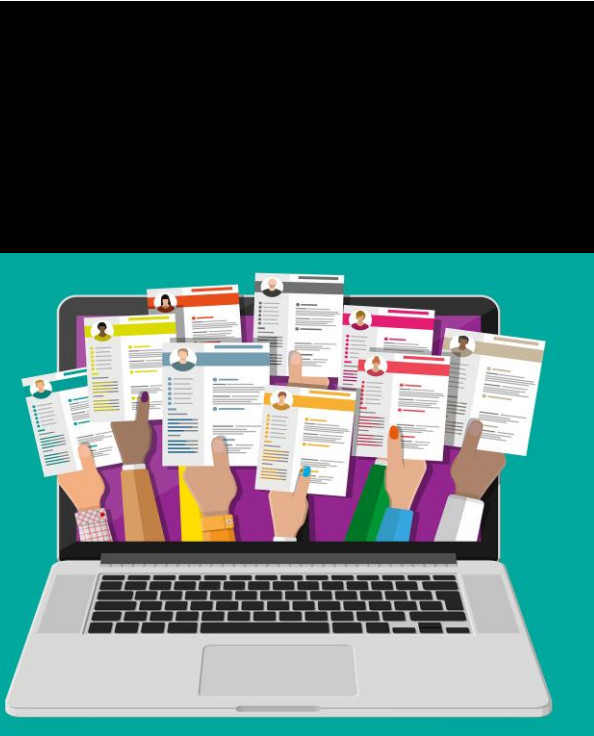
Write a cover mail (don't send the letter as an attached document!).

Explain the reasons why you have get in touch with them.

Summarize your strengths highlighting those aspects that differentiate you from the rest and which are in consonance with the requirements of the offer or company you are addressing to.

# CV SCREENING

So... How much time do I'll have to convince them with my cv?



Between 5 to 40 seconds

**Languages**

English

Vietnamese

**Education**

2012 - 2014  
**University of Cambridge, Cambridge, England**  
Business Marketing

2010 - 2012  
**English school in London**  
Language Course

**Experience**

01.2012 - 11.2015  
**ABC Company**  
Manager  
Responsibilities: coordinated tracer activities; Conducted client assessments; Screened and trained new employees

04.2009 - 11.2011  
**XYZ Company**  
Junior Project Manager  
Responsibilities: managing and leading the project team; recruiting project staff and consultants; developing and maintaining a detailed project plan

**Software skills**

Word

Powerpoint

**Personality**

creative ✓  
teamwork ✓  
proactivity ✓  
organized ✓

**Certification**

- Certified managers by Institute of Certified professional managers  
- The financial risk manager certification

**Hobbies**

SEO Technology Tennis

I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process in accordance with the Personal Data Protection Act dated 29.08.1997 (uniform text; Journal of Laws of the Republic of Poland 2002 No 101, item 926 with further amendments)

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# Building my personal branding...



**Olivia  
Wilson**

DIGITAL MARKETER

## CONTACT

📞 123 456 7890

✉️ hello@reallygreatsite.com

🌐 www.reallygreatsite.com

## PROFILE

Innovative, creative and professional. Specialised in Digital Marketing and SM Marketing. I am a cheerful, ambitious and resilient person. I love my job and achieving milestones working with a team.

## LANGUAGES

English - Native  
French - Intermediate  
Spanish - Basic

## REFERENCES

Available upon request.

## EDUCATION

**London University**

Communication and Public Relations Degree  
2013/2016

**London Master University**

Master Degree Digital Marketing  
2016/2018

## WORK EXPERIENCE

**Marketing Agency | 2018-2019**

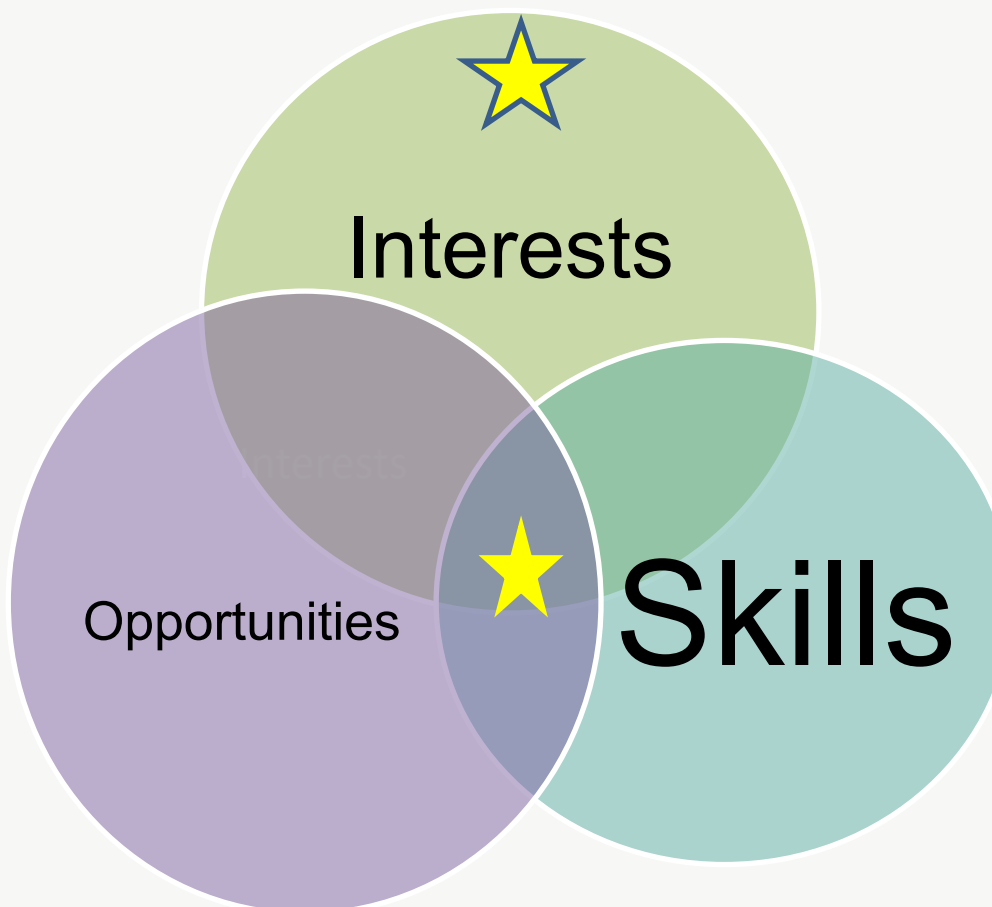
My responsibilities as a junior marketer were to actively participate in the realisation of campaigns and strategies for clients from different fields, implementing all channels of digital marketing.

**Fauget Marketing: 2019 - 2020**

My responsibilities as a junior marketer were to actively participate in the realisation of campaigns and strategies for clients from different fields, implementing all channels of digital marketing.

**Marketing LA: 2020 - 2022**

My responsibilities as a junior marketer were to actively participate in the realisation of campaigns and strategies for clients from different fields, implementing all channels of digital marketing.



# TYPES OF CV



1

- **Chronological CV /Inversed-chronological CV**

2

- **Functional or thematic CV.**


3

- **Combined or mixed CV.**

4

- **European CV (Europass)**

# PROFILE



**Mariana Banquells**  
Sales Executive

Highly-motivated sales professional with 10+ years of experience in providing expertise in strategic lead generation, sales presentations, effective liaising, enterprise sales strategy, creative marketing, and category supervision across diverse sectors. Quota-surpassing sales manager with a consistent record of converting sales prospects into loyal, satisfied clients and building a network of referrals to increase sales.

✉ mariana@novoresume.com    📞 123 654 0099  
📍 San Antonio, TX    🌐 linkedin.com/in/mariana.banquells  
🐦 @mariana.banquells    📄 mariana.banquells

### SKILLS & COMPETENCIES

Sales Strategy Implementation   P&L Portfolio Management   Influential Negotiation Skills   After Sales Support  
Sales Presentation Planning   Coaching & Mentoring   Target Market Data Research   Strategic Selling Skills  
Customer Prospecting & Retention   Quality Assurance & Compliance   Building Rapport   Google Analytics  
Microsoft Office Suite   Hubspot   Salesforce   NetSuite   CRM   Google Adwords   Bitrix24

A personal profile, also known as a CV summary, is the opening statement of your CV.

It is a short introduction which outlines your personal characteristics, telling the prospective employer what kind of a person you are, the attributes and qualities that you possess and the work experience that you have.



# SKILLS

## Hard Skills



Bilingual or multilingual



Statistical analysis



User interface design



Typing speed



Surgical proficiency



## Soft Skills



Effective communication



Critical thinking



Teamwork



Multitasking



Time management



# What are my soft skills?



TEAMWORK

CREATIVITY

LEADERSHIP

COMMUNICATION

SELF-CONTROL

NETWORKING

TEAMWORK

SELF-CONFIDENCE

PLANNIFICATION

[barcelonactiva.cat](http://barcelonactiva.cat)