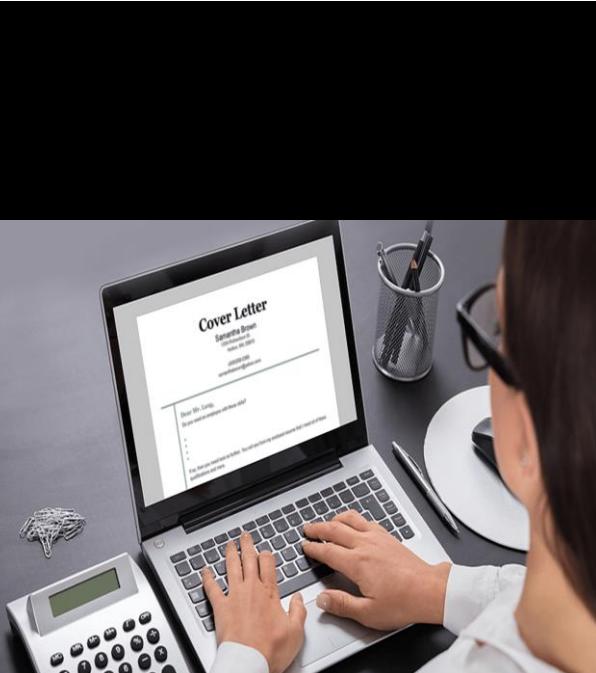


The CV & Cover letter – RF56



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



CV SCREENING

The image displays a composite of three resume sections and a language proficiency chart, with three red circles highlighting specific areas for review.

Language Proficiency Chart:

Language	Proficiency
English	8/10
Vietnamese	6/10

Resume Sections:

- Education:** 2012 - 2014, University of Cambridge, Cambridge, England, Business Marketing
- Experience:** 01.2012 - 11.2015, ABC Company, Manager. Responsibilities: coordinated tracer activities; Conducted client assessments; Screened and trained new employees.
- Profile:** Detail-oriented individual with **five years** of management experience looking to secure an **Agile Project Manager** position with ABC Company.
- Education:** 2012 - 2014, University of Cambridge, Cambridge, England, Business Marketing
- Experience:** 01.2012 - 11.2015, ABC Company, Manager. Responsibilities: coordinated tracer activities; Conducted client assessments; Screened and trained new employees.
- Skills:** Word (8/10), Powerpoint (8/10), Excel (8/10), Project Management (8/10), Communication (8/10), Problem Solving (8/10), Teamwork (8/10), Adaptability (8/10), Creativity (8/10), Interpersonal Skills (8/10).
- Certification:** Certified managers by Institute of Certified professional managers, The financial risk manager certification.
- Hobbies:** SEO, Technology, Tennis.

Red Circles: Three red circles are overlaid on the image, pointing to the following areas:

- Top circle: Points to the **Education** section of the resume.
- Middle circle: Points to the **Experience** section of the resume.
- Bottom circle: Points to the **Skills** section of the resume.

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 526 with further amendments).

Building my personal branding...



Olivia Wilson

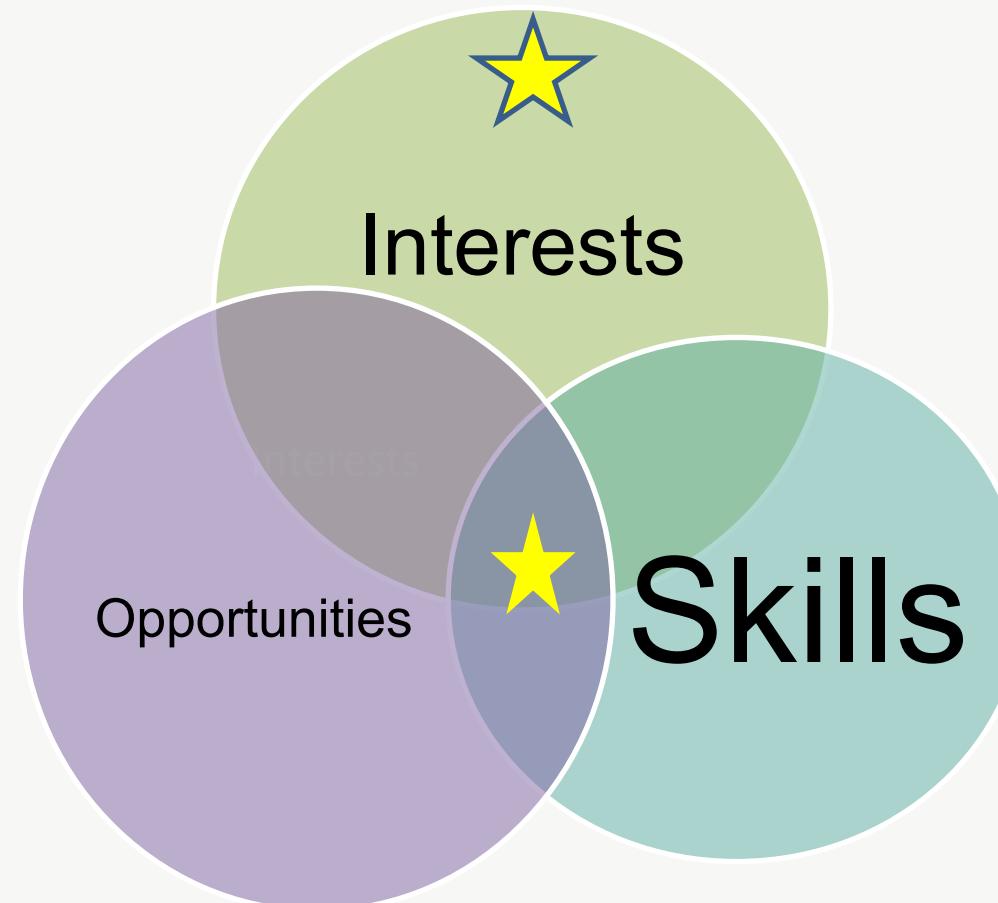
DIGITAL MARKETER

CONTACT
📞 123 456 7890
✉️ hello@reallygreatsite.com
🌐 www.reallygreatsite.com

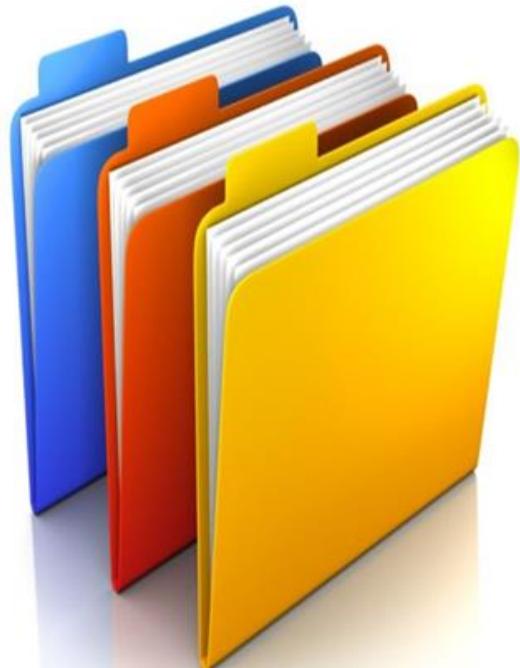
PROFILE
Innovative, creative and professional. Specialised in Digital Marketing and SM Marketing. I am a cheerful, ambitious and resilient person. I love my job and achieving milestones working with a team.

LANGUAGES
English - Native
French - Intermediate
Spanish - Basic

REFERENCES
Available upon request.



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 liaison, 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.

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

SELF-CONFIDENCE

NETWORKING

TEAMWORK

PLANNIFICATION



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