

Dear Sir/Madam

I am writing to you concerning the new sales manager position at your esteemed company. I believe that my combination of professional experience and education has given me valuable insight and makes me a well-qualified candidate for the position.

My specific applied experience is primarily in print media however I do bring experience in digital advertising sales. As a sales manager I have had experience in recruiting, developing and mentoring strong focused and creative sales teams. I am a highly-qualified, and self-motivated professional, I can communicate easily with both sales staff and clients/customers alike; motivating the sales people while influencing clients/customers with a credible style that makes them want to do business.

I have the drive, energy, vision, leadership, and implementation skills to make a positive difference to your company. I believe my experience in sales, sales management, marketing and sales training qualifies me for the position.

I am confident that you will be interested in my track record and ability in order to help your company achieve important business goals while enhancing your company profile. I sincerely hope you will allow me the opportunity to demonstrate this by granting me an interview.

I look forward to hearing from you,

Best Regards,

Tekla Farkas

Application letter

Dear Sir/Madam,

I am writing in response to your advertisement for the position of sales manager which was advertised on the 'profession.com' website. I believe that I would be the most suitable person for this post.

First of all, let me introduce myself: I am twenty-seven years old and I work and live in Budapest, Hungary. I got a master's degree in 2011 at Corvinus University, which is one of the best higher education institutions in my country. I have the knowledge of the important languages considering the position you offered, including English, German and Polish. Regarding my present job, I have worked for my firm, the Mandragora Project Management Office for three years.

As for my personality, I am fast, reliable and accurate who is a good team player. This due to the fact that I worked for the school journal where I was the leader and I had to do everything under time pressure but it was not allowed to make a mistake. Furthermore, I am well-organized since I have worked as a conference organizer for three years and I was the person who organized the most important events at the university, too. Besides, I am able to work under pressure. Last but not least, I would like to mention that I am extremely motivated and this is the reason why I decided to resign my present job as it is not challenging enough for me.

It would be wonderful if you could consider my application for the position. I look forward to hearing from you in due course.

Yours sincerely,

Lili Szentkirályi

Name Tekla Farkas
Date of birth 09.10.1985
Address 19 Csigekert utca, Debrecen, Hungary 4027
Phone number +36 70 454 9409
E-mail farkas.tekla@freemail.hu

MAIN TASKS AND ACTIVITIES at BPC

- build and manage the sales team (7 members)
- build relationships with new customers
- create and support new sales marketing programs
- provide sales and communication training for the company's staff and sales representatives
- develop new coaching programs and talent management programs
- perform multi channel marketing

WORK EXPERIENCE

2012-present Sales Manager- BPC Hungary Ltd.
2010-2012 Junior Marketing Manager- Coca Cola Denmark Ltd.

EDUCATION

2010-2012 E-business management course (Denmark)
2008-2010 Corvinus University of Budapest
2003-2008 Károlyi Mihály Bilingual Grammar School (Budapest)

SKILLS

English upper-intermediate level
French intermediate level
Computer skills Microsoft Word 2010, Microsoft Excel 2010, Microsoft PowerPoint 2010

FOR REFERENCES Contact the General Manger of BPC.

Curriculum Vitae

I. Personal details

Name: Lili Erzsébet Szentkirályi

Place of birth: Debrecen, Hungary

Date of birth: 1987.05.21.

Nationality: Hungarian

Address: Andrassy Avenue 111, Budapest, Hungary

E-mail: Szentkiralyi.Lili.Erzsebet@gmail.com

Telephone number: +36 70 233 7389

II. Education and qualifications

- Corvinus University, faculty in Economics, Budapest (2005-2010)
- A term in Krakow at the Zakonu Pijarów high school (2003)
- Kossuth Lajos secondary grammar school, specialised in art subjects, Debrecen (1999-2005)
- Árpád Vezér primary school, Debrecen (1993-1999)

III. Working experience

- Worked for the Mandragora Project Management Office as a conference organizer and sales manager, got the 'Employee of the year' title in 2014 (2011-2015)

IV. Achievements and interests

- Leader of the school journal (the magazine was in its heyday those times), tasks included: advertising both on the internet and in the secondary school, writing and checking articles (2000-2005)
- First place at a national competition where the task was to choose an environmental topic and convince people about its seriousness (2004)

V. Skills

- Basic knowledge of the use of the Microsoft programmes
- Advanced language exam in German (2006)
- Driving license (2004)
- Advanced language exam in English (2004)
- Intermediate language exam in Polish (2003)
- Good leader and team player
- Ambitious and persistent

- Fast however accurate
- Responsible and loyal

2015.03.15.

Dear Sir/Madam,

I am writing to you concerning the test driver position that you are advertising on the Internet. I would like to apply for the job.

Firstly, I chose your position because I believe that I would be suitable for the job. I love challenges. I would like to work for a more serious company and I intend to train my knowledge.

Secondly, I have a few years experience, because I have worked as a developer at the Mechanical Engineering Centrum for four years where my best project was a new tachometer system's innovation. During my college studies I was an assistant at one of the Ferrari's department for a year in Spain. Therefore I know the Spanish work system.

Thirdly, I learnt at the Mechanical Engineering School from 2007 to 2011 and in 2011 I got my bachelor's degree in Mechanical Engineering. Before that I attended the Jedlik Ányos Technical College in Debrecen. In 2008 I passed a higher level language exam in English and in that year I also passed an Intermediate level language exam in French. Now I am learning Spanish. I possess computer skills; I got my ECDL certificate in 2006. I have a complex driving license.

Moreover, I am considering myself as a curious, unwavering, hard-working, and reliable person. I am able to work under high pressure and I am a great team player. I am able to defer to new a environment easily.

Finally, I would like to know more about the position. I would be grateful if you could answer to my questions. I need to know whether I would get any days off because my family lives in Hungary and I would like to visit them as often as I can. I also intend to know whether you could give me health insurance.

I hope that you will take up these references and grant me the opportunity of an interview.

I am enclosing my CV, my certifications and a copy of my driving licence.

I look forward to your answer.

Yours faithfully,

Kóti Nikolett

Debrecen, Hungary

22 Mars 2015

To whom it may concern,

I am interested in applying for the position of test driver, which was advertised on the Internet.

I am presently working in a car show room in Hungary, where my responsibilities include selling cars, making contracts and in the workshop assembly the parts of the cars.

I have studied mechanical engineering at Budapest University of Technology and I have become a professional mechanical engineer.

After I finished the university I went to Spain for two years to practice Spanish and to work in a Formula 1 track for Ferrari. My duties were changing oil, testing cars and cleaning the track. During my time in Spain in every summer I was employed by an amusement park, where I was in charge of the electronic cars' controle.

My native language is Hungarian but I can speak both English and Spanish fluently.

I believe I am suitable for the job, because I am reliable, hard-working and enthusiastic and I have a lively interest in cars.

I enclose my CV outlining my qualifications and experience.

I hope my application will be taken into consideration.

I look forward to hearing from you.

Yours faithfully,

PÉTER NAGY

Curriculum Vitae

Personal Information

- First name: Nikolett Noémi
- Last name: Kóti
- Place of birth: Debrecen, Hungary
- Date of birth: 20.07.1988.
- Nationality: Hungarian
- Address: 49/A Füredi út, Debrecen, Hungary 4032
- Telephone number: +36-20-39-99-680
- E-mail: kotnikolett@citromail.hu
 - Family Status: unmarried



Experience and Workplaces:

August 2011 – present: Mechanical Engineering Centrum of Budapest

Position: Car Speed-Up Tester and Equipment Developer

Duties:

- I had to expand a new kind of tachometer which can be built into the cars.
- I had the opportunity to be part of a developer team which was responsible for the car's interior.
- My task was to monitor the car's estate, change the oil and tyres, prevent defects, and lubricate the dial.
- I had to test and repair the equipments if there would be any problem on roads.

Educations and Qualifications:

September 2007 – June 2011 Mechanical Engineering School, Budapest

Master Degree of Mechanical Engineering

Major: Engine Technology

September 2003 – June 2007 Jedlik Ányos Technical College

High School Certificate and Car Technology Certificate

Specialisation: Physics and Mathematics

September 1995 – June 2003 Vörösmarty Mihály Elementary School

Other skills:

- I have three different types of clean driving licences which are accepted everywhere in Europe. I can drive automobiles, trucks and I can ride motorcycles.
- I passed a first aid exam in 2010 and I am donor of blood.
- I am able to use the computer quite confidently. During my studies I passed the ECDL exam.
- I speak and write fluently in English and I passed the higher level languages exam in English in 2008.
- In 2008 I also passed the intermediate languages exam in French. Now I am learning in Spanish.
- I was an exchange student for a year and I could work as an assistant in one department of the Ferrari Company in Spain from September 2007 to June 2008.

My personality

I consider myself to be a curious, unwavering, hard-working and reliable person. I can work in a group very well. I have very good communication skills and I am patient and flexible. I am creative. I am able to work under high pressure. I can adapt to new environment easily.

Hobbies

- reading and music
- gastronomy
- volleyball
- I am a big fan of the Formula One.
- travelling

Signature

Kóti Nikolett

Debrecen, Hungary

22 March 2015

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Péter Nagy

Date of birth: 1982.02.18.

Address: 20, Budapest, Nagy Károly Street, 1134, Hungary

Telephone: 0630/4651-202

E-mail: nagypeter@gmail.com

Sex: Male

Nationality: Hungarian

POSITION: TEST DRIVER

WORK EXPERIENCE

2008- : **Renault car show room (Budapest)**

- selling cars
- making contracts
- car repair

2006-2008: **Formula 1 (Barcelona)**

- testing cars
- manufacture car accessories

2006-2008: **Mickey's Amusement Park (Barcelona)**

- look after the vehicles
- control the electronical cars

EDUCATION

2001-2005: **Budapest University of Technology**

- mechanical engineering studies
- electrical engineering studies

1994-2000: **Kossuth Lajos Grammar School**

- national first aid competition first place

PERSONAL SKILLS

Mother language: Hungarian

Other languages:

- English - C1
- Spanish - C1

Job-related skills:

- hard-worker
- team-worker

Computer skills: Competent with most Microsoft programmes (Word, Excel, Power Points)

Driving licence: B

Dear Sir/Madam,

I am writing to you concerning the management position that you are advertising on the Internet. I would like to apply for the job.

Firstly, I chose this position because I believe that I would be suitable for the job. I have been planning to start working abroad for a long time and your company would be the best opportunity.

Secondly, I have a few years of experience, because I have been working as a managerial assistant at Household Service Ltd. for two years. Moreover, during my college studies I was an intern at a law firm for two years.

Thirdly, I studied at the Budapest Business School from 2010 to 2013 and in 2013 I received my degree as a Bachelor of Business Administration. Before that I studied at the Kossuth Lajos Secondary School in Debrecen. In 2011 I passed a higher level language exam in English and in 2013 I also passed an Intermediate level language exam in French. I also possess computer skills, I got my ECDL certificate in 2012. I have a driving license. I participated in further language training in Provence in 2014, where I could acquire new knowledge about French work ethics and business systems.

Moreover, I consider myself to be a reliable, responsible, hard-working and creative person. I can work and communicate with people very well. I have public speaking skills. I am able to work under high pressure. I am a great team player.

Finally, I would like to know more about the position. I would be grateful if you could answer my questions. I need to know how many hours you mean under full time employment. I also need to know whether I would get days off, and if I would, how many days. I would like to know whether you could provide me health insurance.

I hope you will find me suitable for the position and I would be grateful if we could talk about my application in person.

I am enclosing my CV and every certification that you need.

I look forward to your answer.

Yours faithfully,

Kóti Nikolett

Debrecen, Hungary

15 March 2015

Dear Edwige Pelladeau,

I am writing to you concerning the management assistant position you are advertising. As soon as I saw your posting for an Assistant Manager I knew it was a perfect match for my experience and abilities.

During my experience at Prohuman, I have developed the capability of managing and measuring work in a professional manner. When it comes to being trained on new computer programs I have to say that I am a quick learner. I love to be challenged and to learn new things. Moreover, I have a demonstrated ability to manage office during night shifts, and weekends.

I feel that many of my skills will permit me to be part of this growing company. Another reason for my application is that your company is in the field of do-it-yourself and gardening, an area that I would like to enter. I sincerely hope you will allow me the opportunity to demonstrate this by granting me an interview.

I look forward to hearing from you,

Best Regards,

Tekla Farkas

Curriculum Vitae

Personal Information

- ❖ First name: Nikolett Noémi
- ❖ Last name: Kóti
- ❖ Place of birth: Debrecen, Hungary
- ❖ Date of birth: 20.07.1991.
- ❖ Nationality: Hungarian
- ❖ Address: 49/A Füredi út, Debrecen, Hungary
4032
- ❖ Telephone number: +36-20-39-99-680
- ❖ E-mail: kotinikolett@citromail.hu
- ❖ Family Status: unmarried



Career history

August 2013 – present Household Services Ltd.

Position: Managerial Assistant

Duties:

- ❖ Managing the flow of all documentation relating to customers and suppliers, including invoices and the schedule of payments.
- ❖ Providing customer care over the phone, by email and in person.
- ❖ Liaising with clients concerning pricing, deadlines and possible complaints.
- ❖ Maintaining and using all databases, updating files and creating charts and graphs using MS Excel.

Educational background

September 2010 – June 2013 Budapest Business School

Degree: Bachelor of Business Administration

Major: Foreign Trade

Fields of study:

- ❖ accounting and payroll management
- ❖ international shipping administration
- ❖ the planning and execution team-building and training programs

September 2006 – June 2010 Kossuth Lajos Secondary School, Debrecen

High School Certificate

Specialisation: Mathematics

September 1998 – June 2006 Kölcsey Ferenc Elementary School, Debrecen

Skills and qualifications

Languages:

Higher level language exam in English, acquired in 2011.
Fluent in oral and written correspondence in a business environment.

Intermediate level language exam in French, acquired in 2013.
Confident in oral and written communication.

Participated in further language training in Provence in 2014.

Computer skills:

Confident and experienced use of Microsoft Word, Excel and Access.

Two years of experience in maintaining the company's website.

Acquired the intermediate ECDL certificate in 2012.

Other skills:

Clean driving license, the ability to multitask and work under pressure. Dedicated team player and effective communicator, with attention to detail.

My personality

I consider myself to be a reliable, accurate, responsible and hard-working person. I can work in a group very well. I have very good communication skills and I am patient and flexible. I am creative and I also have public speaking skills. I am able to work under high pressure.

Hobbies

- ❖ reading and music
- ❖ gastronomy
- ❖ swimming and running

Signature

Kóti Nikolett

Debrecen, Hungary

15 March 2015

Name Tekla Farkas
Date of birth 09.10.1985
Address 19 Csigekert utca, Debrecen, Hungary 4027
Phone number +36 70 454 9409
E-mail farkas.tekla@freemail.hu

MAIN TASKS AND ACTIVITIES at Prohuman

- Prepare analyses, summary reports, presentations, and recommendations for review of supervisor
- Answer inquiries from the public and handle general public relations work
- Coordinate various meetings for supervisor
- Supervise the work of clerical employees
- Handling phone calls and letters

WORK EXPERIENCE

2013-2015 Management Assistant at Prohuman

EDUCATION

2012-2013 National Marketing Management Course of Vienna
2008-2012 Communication and Business College of Budapest
2003-2008 Kossuth Lajos Secondary School (Debrecen, Hungary)

SKILLS

- Good interpersonal, communication and team skills
- Ability to multi-task and prioritize to meet changing demands and expectations of clients
- Computer skills: Microsoft Word 2010, Microsoft Excel 2010, Microsoft PowerPoint 2010
- English: upper-intermediate level
- French: upper-intermediate level
- German: intermediate level

FOR REFERENCES Contact General Manager of Prohuman

Bence Nagy
Dobó Street 3
4130 Derecske
Hungary
Tel: +36303570935

Annila GmbH
jobs@annila.com

20. 03. 2015

re: Job application for a foreign language correspondance clerk in Freiburg

Dear Sir/Madam,

I am writing in response to your advertisement, which you have advertised on the Internet recently, concerning the job application, a correspondance clerk at your company.

I have considerable experience of working as an assistant and a translator at two Hungarian firms. My responsibilities there included translating business letters and e-mails, doing the paperwork, making presentations for official occasions. I was told to keep contact with foreign customers and companies.

I would also wish to let you know about my personality. I consider myself to be hard-working, highly communicative and reliable. I have an outgoing personality and I am fluent in spoken and written English and German. If necessary, I can supply references from the IT Services Hungary and also from the schools where I have studied.

I would be very grateful for the opportunity to visit your company and discuss my application in person. I am available for interview any weekdays after 1 PM or on Saturday. If my application is successful, I will be available to start work immediately.

I am enclosing my CV.

I look forward to hearing from you soon.

Yours faithfully,

Bence Nagy

Bence Nagy

To whom it may concern,

I wish to apply for the post of foreign language correspondence clerk. Currently I am working for a Hungarian communication company and my responsibilities include events organisation, getting in touch with the media as well as negotiation in foreign languages.

During my time in München I had the opportunity to learn more about business letter translation and to improve my language skills.

My area of expertises are interpreting at meetings and translation.

My native language is Hungarian but I can also speak and write in German and English fluently and I have an excellent command of Spanish and Polish.

I have a lively interest in this position and would appreciate the opportunity to broaden my knowledge by working with you. As you can see from my CV, my experiences and qualifications match this position's requirements.

I can supply references from my latest employer if it is necessary.

Thank you for your time and consideration.

I look forward to hearing from you.

Yours faithfully,

DOROTTYA KOVÁCS

Curriculum Vitae

PERSONAL INFORMATIONS:

Name: Dorottya Kovács

Date of birth: 1986.07.06.

Address: 17, Bot Street, Debrecen, 4032, Hungary

Telephone: 0630/5210-403

E-mail: dorottyakovacs@gmail.com

Sex: Female

Nationality: Hungarian



POSITION: Foreign language correspondence clerk

WORK EXPERIENCE:

2010 -: **PannonJob Ltd.** (interpreter, secretary)

- data input
- answer the phones
- organising events
- negotiation in English and German

2009: **Internship at K&L Ltd. München** (secretary)

- interpretation/ translation from English to German
- making projects

EDUCATION/ QUALIFICATION:

2006: Scholarship at **Cambridge University**

2004-2008: **Eötvös Lóránd University Budapest**

- communication and media studies
- interpreter and translator studies

1998-2004: **Kossuth Lajos Grammar School Debrecen**

PERSONAL SKILLS:

Mother language: Hungarian

Other languages:

- English – C2
- German – C1
- Spanish – C1
- Polish – B2

Job-related skills:

- team- worker
- negotiation skills
- communication skills
- presentation skills

Computer skills: Competent with most Microsoft programmes (Word, Excel, Power Point).

Driving licence: B

Curriculum Vitae

Personal information:

Name: Bence Nagy
Address: Dobó Street, 3
4130, Derecske, Hungary
+36303570935
bence0201@gmail.com



Date of birth and place: 01.02.1990. Debrecen, Hungary
Parents: father Zoltán Nagy
mother Ildikó Szabó

Work experience:

07. 07. 2013. – 06. 09. 2014. translator Fordító Kft., Hungary
19. 10. 2010. – 01. 06. 2013. translator and IT services, HU.
assistans at
IT department

Education:

Graduation: Budapest Business School 2013, May
01. 09. 2004. - 12. 06. 2009. Kossuth Lajos Secondary School, Debrecen
02. 09. 1997. - 14. 06. 2004. Bocskai István Primary School, Derecske

Personal skills:

Computer knowledge advanced knowledge of Microsoft Word, Excel,
PowerPoint, Access
shorthand-typing
basic programming in HTML, Java
Language skills advanced knowledge in English, German
intermediate in French
Personal strength (hard-working, reliability, team player, good
organisational and communicational skills)

Hobbies and Interest: reading, photography, painting, drawing, crafting