

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