

Covering letter

Janja
Celovška 1
1000 Ljubljana
Slovenia

Ljubljana, 3rd May

Dear Mr Fouad,

I have read your advertisement on the internet site www.summerjobs.com and I wish to apply for the position of a Sales & Marketing Director.

Since finishing school, I have been working for a trading firm Iris d.o.o. in Ljubljana, Slovenia. My work as a commercial director involves a variety of duties, such as keeping contacts with suppliers and sellers.

I speak English fluently and have a working knowledge of German, Italian, Serbian and Slovenian.

When I was at school, I specialized in languages, IT and presentation techniques. After finishing the Bilingual higher secondary commercial school in Klagenfurt, Austria, in 2004 I went to Italy to improve my Italian.

My personal skills will enable me to manage very tight schedules. I am punctual, reliable and work well under pressure, either as leader of a selling- team or alone.

While attending school in Austria, I got my driving-licence for B-class cars.

I am prepared to work evenings and weekends during the busy times of the summer. I am available at any time at my cell-phone.

Please find enclosed a copy of my CV for your further information.

I hope to be the person, who you are looking for.

Yours sincerely,

Janja