

COVER LETTER – Sample

Rózsa Flóra
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Gábor Virág
Managing Director
Universitas-Szeged Nonprofit Kft.

Position applied: tender consultant (civil sphere)

1st June 2010

Dear Gábor Virág,

During my university years I had several jobs. In addition to the shop assistant position, I participated multiple times in the realization of conferences organized by the civil association „Dél-alföldi Civil Szervezetek Szövetsége”, where I had the opportunity to observe the registration procedures as well as the the method of organization.

The volunteering I do at „Garabonciás Alapítvány” foundation is not only about spiritual rejuvenation. Though the aim of the association is to help the recovery of children at the Department of Oncology at the Pediatrics Clinic in Szeged through puppet therapy and to create artistic puppet performances, the background work I did for them also made it possible to familiarize myself with the fields of tender writing and event organization.

I assisted the work of Pályázz.hu, a tender organizing portal, as a teleworker. Since my responsibility was to upload tenders, I possess both the extensive database and experience required for tender monitoring. I familiarized myself with the mechanics of civil society tenders in an empirical way. My ability as a tender writer is demonstrated by several successful tenders.

While working as a bookshop assistant, I realized that I am good at co-operating with colleagues, as well as completing tasks independently. Due to the small staff, apart from the shop assistant responsibilities I was also entrusted with compiling orders, purchasing books and managing paperwork. My good analytic and structuring skills along with my situational awareness helped me to creatively tackle all emerging problems.

My English is fluent and I speak and write in Spanish above intermediate level. All my previous jobs required good communication skills, which I do possess.

I have been registered as a job-seeker since July 2007, which also means that I belong to the category of registered unemployed.

Apart from the obvious personal connections, I would like to be the employee of Universitas-Szeged Nonprofit Kft. because I believe that it finally created a functioning structure inside the university that truly serves the interests of students. I particularly like the initiative of following and caring for students even after they finished their studies, since I consider the coordination of the freshly graduated workforce and the labor market as one of the most important tasks of the region and the city.

I would gladly participate in facilitating the communication between the two spheres and also in creating a comfortable and high quality environment for students. I believe that my experience as a tender consultant would prove to be valuable and that my abilities would make me a viable and productive member of your team.

If my CV has raised your interest, please notify me via one of the contact informations listed!

Yours sincerely,
Flóra Rózsa