

50032, Borgo S. Lorenzo, Florence (Italy)  
+39 055 4 +39 36 @gmail.com

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Ms. P...

Borgo San Lorenzo, 03 December 2019  
**Subject:** answer to a web designer advertisement

Dear Ms. S...

I saw your advertisement at my school last week and I would like to be considered for this post.

I believe I could fit easily into your team, because I have great ICT knowledge and I can work on graphic design. When I was younger, I had extensive training in photo editing with my uncle and in typography giving me the ability to operate in a simple way with web programs. I have got a good knowledge and writing abilities in English and Spanish language and I can also speak a bit German. For one year I have been working in an Erasmus project, so I have many experiences in this sector and I think I am ready to be part of your company. I am a creative and original girl; I have entrepreneurial spirit and I love working with other people; I'm very friendly and I could be a good team leader. I know this work includes lots of responsibilities, but I see myself as a serious person with a great sense of maturity; so I'm sure I can maintain the company's website.

If you need any more information, do not hesitate to call me. I hope to hear from you in the near future.

Thank you for taking the time to consider my application.

Yours sincerely,

S...

PERSONAL INFORMATION



 50032, Borgo S. Lorenzo, Florence (Italy)

 +39 057 50032 |  +39 360 000000

 @gmail.com

Sex /  | Date of birth : Jan 2002 | Nationality Italian

JOB APPLIED FOR

**Web designer**

WORK EXPERIENCE

4 Feb 2019–5 Feb 2019

**Assistant of a family-run business**

Work experience at Azienda Agricola Alla Fonte with the supply chain project

17 Jun 2019–6 Jul 2019

**Activity leader**

Summer camp with children and horses

EDUCATION AND TRAINING

2016–2021

**Liceo Linguistico Giotto Ulivi**

16 Jul 2018–31 Jul 2018

**English course in Cahersiveen at Asana School of English**

Intense morning English lessons and physical activities during the afternoon

2019

**Deutschradio project at Giotto Ulivi school**

Record a broadcast at school

27 Jan 2019–1 Feb 2019

**Erasmus project with Green Teen Entrepreneurs in Spain**

Work in a virtual company with exchange students in Madrid

11 May 2019–18 May 2019

**Erasmus project with Green Teen Entrepreneurs in Lithuania**

Work in a virtual company with exchange students in Marijampole

PERSONAL SKILLS

Mother tongue(s)

Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1
Spanish	B1	B2	B2	B2	B1
German	A2	B1	A1	A2	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills

Good knowledge of English, Spanish and German

Organisational / managerial skills    Good organisational skills  
Active and good team leader  
Sociable to make new friends  
Excellent attention to details

Driving licence    A1

ADDITIONAL INFORMATION

Interests    Sport (riding horses)  
Travelling  
Reading