

# Anonymous

📍 Via Presciano 12, 00075 Lanuvio (Italy)

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Mr. Pietro Beretta  
Beretta S.p.a.  
25063 Gardone  
Italy

Gardone, 15th December 2016

**Subject:** job request

Dear Mr. Beretta,

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.

I have experience with guns, there are 3 years which i am a competitive shooter at the shooting range of Velletri.

I am good on mechanics and physics, specially i have participated in competitions of physics

I am a person who knows how to work in team, more important i like this type of work.

It is so amusing !!!!!

I'm flexible, quick to pick up new skills .

I also have lots of ideas, energy and enthusiasm.

I'm keen to work for a company with a great reputation and with a long history like Beretta.

I hope to have the possibility to work in thiscompany.

In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely,

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PERSONAL INFORMATION **Anonymous**

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PREFERRED JOB **Mechanical engineering technician**

## WORK EXPERIENCE

1/2/15–1/4/15 **Stage**  
Biofly, Pomezia (Italy)

1/4/14–14/10/14 **Stage**  
Led spa, Aprilia (Italy)

## EDUCATION AND TRAINING

10/9/12–12/7/17 **Electronic and Automation certificate**  
Rosselle, Aprilia (Italy)

EQF level 4

10/7/14–10/7/14 **Safety and security certificate**  
CSL, Latina (Italy)  
It was the base rank of safety and security certificate and include the safety's hierarchy in a factory

## PERSONAL SKILLS

Mother tongue(s) Italian

Communication skills I was exhibitor in some faires where i have explain to the others about my projects and security.  
I do tutor in maths and physic to some young guys.

Organisational / managerial skills I like work in team, i usually work and make projects with other guys, i believe it is so funny !!!!  
Sometimes i've do the leader but i prefer don't do it.

Job-related skills I have critical point of view, i am good at using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

## Digital competence

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Basic user	Basic user	Basic user		Basic user

Digital competences - Self-assessment grid