

Anonymous

📍 c/ Irurzun, 29, 2º A, 31350 Navarra

📞 (Spain) (+34) 0000 948 00000000 ✉@gmail.com

Dear Sir/Madam,

My name is Gabriela Aguinosa and I am 17 years old. I'm Spanish, from a northern region called Navarra and I'm studying Administrative Management (Intermediate Module) at Tafalla VET school.

As I have applied for a work placement Erasmus+ grant, I would like to do practical experience in the following fields:

- The Sales Department of a company, because I would like to deal with clients.
- In the Administration Department, because I would like to be in charge of mail and phone.





I would also like to get involved in a team to perform activities and tasks that may help me to grow on my personal and professional qualifications. I could contribute with help and new ideas on the organisation, development and assessment of the activities addressed.

Please find enclosed my CV, describing my profile and personal abilities.

Yours faithfully,

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PERSONAL INFORMATION **Anonymous**

 c/ Irurzun, 29, 2º A, 31350 Navarra (Spain)
 (+34) 0000000  948 000000
@gmail.com

Sex Female | Date of birth 20 Jul 1998 | Nationality Ecuadorian, Spanish

JOB APPLIED FOR **Administrative secretary**

EDUCATION AND TRAINING

14 Sep 2015–Present **1st Course of Intermediate Grade of Administration Management** EQF level 3

CIP Tafalla
 Avda. Tudela, 6, 31300 Tafalla (Spain)
www.politecnicotafalla.educacion.navarra.es
 Human Resources
 Sales
 English
 Attention to customers
 Treasury
 Accountancy Computer Science (websites, mechanography, office, etc.)

13 Sep 2009–8 Jun 2015 **Secondary Education Certificate**

IES Ribera del Arga
 C/ Río, 53, 31350 Peralta (Spain)
www.iesriberadelarga.educacion.navarra.es
 - English
 - Mathematics
 - Spanish language and literature
 - Physical education
 - Social sciences
 - Computer science
 - Technology
 - History
 - Ethics
 - Art

PERSONAL SKILLS

Mother tongue(s) Spanish

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A1	A1	A1	A1	A1

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

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Basic user	Basic user	Basic user

Digital competences - Self-assessment grid