

Zuerst der Cover Letter:

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Lena Weiss  
Level 8, 172 Pitt Street  
Sydney NSW 2000  
04328618090  
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## **COVER LETTER**

Position applied for: Catering Assistant

Attn.: The Director of Human Resources

April 26, 2020

Dear Sirs,

I am extremely interested in the above position.

Please find attached my resume for you to review.

I eagerly look forward to the opportunity to discuss my application in full at a mutually convenient time where I can demonstrate my ability and enthusiasm and how I could be an asset to your company.

Yours Sincerely,

Lena Weiss

Und hier ein Beispiel für ein Resume:

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## Lena Weiss

(BILD)

Level 8, 172 Pitt Street  
Sydney NSW 2000  
Mobile Nr. 4328618090  
Email address: lena-weiss@ozmail.com

### CAREER OBJECTIVE

I am currently seeking casual, part time or full time employment within a progressive organisation where I can put my skills and experience to profitable use while developing both professionally and personally.

My objective is to secure a challenging position within the Hospitality or Event industries.

I am able to start working immediately and I am available Monday to Sunday day and night.

I am on a working holiday visa that is due to expire in April 2021.

### SKILL SUMMARY

- Honest and reliable
- Excellent presentation
- Hard working, fast learning
- Attention to detail
- Able to work autonomously or in a team environment
- Friendly but professional
- Flexible and adaptable
- Ability to multitask

### EMPLOYMENT HISTORY

#### SFH, Munich, Germany

September 2019 - September 2020

- Marketing Assistant
- Newsletters, slogans, catalogues
- Organising and coordinating events and seminars

**Café Le Cerisier, Saint-Tropez, France**

August 2019

- Waitress
- Cashier
- Customer Service

**Zapata, Düsseldorf, Germany**

January - April 2018

- Sales Assistant
- Cashier
- Customer Service

**Swimming Pool, Gerolzhofen, Germany**

June- August 2017

- Receptionist
- Beach Attendant

**EDUCATION DETAILS & CERTIFICATES**

July 2017	German Higher School Certificate
August 2017	German Driver Licence
September 2019	Bachelor Degree in Marketing
November 2019	NSW RSA Certificate

**LANGUAGES**

English (Upper-Intermediate)                      German (Fluent)

**INTERESTS**

Hand Ball, Tennis, Reading, Cinema, Fashion

**REFEREES**

Michelle Stein, SFH, Munich (0049) 9264 / 778484