

Jane Doe

Receptionist/Front Office

London, 12345 - E: Janedoe@hotmail.co.uk

Date: 12th October 2019

Hello there,

I am writing to press my interest in the receptionist position at The Windmere that is currently being advertised on Indeed.com

My attached CV will show you that I have recently graduated with a degree in Politics, Philosophy & History at Birkbeck College, University of London. In addition to my studies, I also did a lot of voluntary work involving consulting with clientele, sales and at times administrative duties, these in which are outlined further within my CV. I have been complemented for being diligent, creative and adept at delivering to tight deadlines, and continue to work in a manner that strives to exceed expectation.

I believe in my competencies, knowledge and future potential match your requirements and see myself as an immediate asset to a company in a role that will be in an environment that's socially enriching, inspiring & goal driven.

I hope to have the opportunity to interview for the role and look forward to hearing from you. Please do not hesitate to contact me to arrange a time to speak further. Thank you for taking the time and consideration to read my application.

Yours sincerely,

Jane Doe

Professional profile

Recent graduate of Politics, Philosophy and History from Birkbeck College; University of London. Seeking a role in property, specifically as a sales & office administrator. Studying PPH & pursuing volunteering opportunities with The Wiener Library & IntoUniversity has allowed me to cultivate both hard and soft skills; An individual with high emotional IQ & communication skill for client development. Capabilities in engagement both socially & digitally with clientele.

Obtained an understanding of the following areas:

- Research and data analysis
- Critical thinking
- Public speaking & orchestrating discussion
- Communication; written and oratory skill; copywriting; journal and report writing;
- Teamwork and public relations
- Time-management;

Work experience

09/2019 - Present **IntoUniversity, London, UK**
Volunteer

Outline

Acted as an inspirational role model guiding students through their academic studies & opening their eyes to Higher Education & giving them a vision of their futures. This experience demonstrates my ability to be client facing & comfortable in taking the lead. This opportunity allowing skills in presentation and organisation to flourish;

Key responsibilities

- Working one-to-one with an IntoUniversity student twice a month.
- Consulting on progress & action plans with mentees.
- Practising critical skills with clients i.e. Public Speaking, Critical Thinking, etc. to aide in their progress as secondary school students.
- Strong communication skill, lead pressing group guided discussion.

09/2017 - 05/2018 **Wiener Library, London, UK**
Events Assistant

Outline

The Wiener Library for the Study of the Holocaust & Genocide is the world's oldest institution devoted to the study of the Holocaust, its causes and legacies. As an Events Assistant, I hope to engage visitors & inform them on the events being held at the library, aiding staff in ad-hoc situations.

Key responsibilities

- Setting up for events
- Welcoming visitors & answering queries
- Being well-informed on facilities, events & exhibitions taking place;
- Working with diverse audiences
- Customer care skill;
- Prioritising & time-keeping
- Working under pressure
- Working part of a team;
- Organising public affairs;

11/2017– 03/2018 **Hotel Chocolat, London**
Customer Service Assistant

Outline

Luxury British chocolatier & cocoa grower with in-house made cocoa beans grown on its plantation in St. Lucia. As a customer service assistant, I served to enrich the customer's shopping experience, educating them on different cocoa properties & tastes, & products suited their desired occasion.

Key responsibilities

- Met & exceeded Hotel Chocolat's financial targets during the Christmas & Easter seasons.
- Encouraged sales through sampling; Gained extensive knowledge of cocoa types & countries of origin;
- Accommodated customer's queries in dietary requirements & allergen concern.
- Confirmed till transactions' accuracy & counting money before closing.
- Remodelled Hotel Chocolat's displays for new campaigns, developing an eye for detail.
- Developed soft-skills & built rapport with new & returning customers

09/2019 - Present

**Birkbeck Student Ambassador, London, UK
Volunteer**

Key responsibilities

- Corresponded with upcoming undergraduates studying PPH; Allowed opportunity for leadership & guided discussion with clients.
- Offered advice and guidance in academic techniques to enrich their time at Birkbeck College;
- Demonstrated leadership skills & consulting
- Aided in Fresher's Fair festivities

Education and qualifications

- **Birkbeck College, University of London (2015 – 2019)**
 - **Bachelor of Arts (BA) Politics, Philosophy & History**

Opting for additional level 6 modules for credit in final year;

- Age of Science; Thesis on cinema history's effect on art and society & Health and Sanitation in British History;
- Philosophy of Evolution; Thesis regarding The human female orgasm & its role, comparing adaptationism & pluralism;
- Biology of Evil; Exploring theories regarding biological & moral degeneration & fin de sciele in Gothic literature;
- Historiography; Thesis concerning Holocaust historiography;

- **Extra-Curricular:**

- UCLU Women's Network; Organisation encouraging female students at UCL + visiting students the opportunity to develop career networks, social activities and fundraising events;
- UCL Robotics Club;
- Birkbeck Psychology society;

- **Coombe Girls' School – (2012 – 2014)**
 - AS/2 World Development – B
 - AS/2 English Language & Literature. – B
 - AS/2 Modern British & American History – B
 - Extended Project Qualification Essay

'Exploring the significance of the coming-of-age film genre in defining the teenager'; (2014)

Thesis explored the new & unusual concept of the 'teenager' that developed in the mid-twentieth century. Thesis chronicled critical films from each decade from the 1950s to 2000s that helped legitimise the teenage condition.

- **Grey Court School – Dates attended (2007 – 2011)**
 - Obtained 12 GCSE's including English at A and Maths at C.

Awards and recognition

- **Google Digital Garage; Certification in the Fundamentals of Digital Marketing – March 2019**

TECHNICAL SKILLS:

Microsoft Office (Word, Powerpoint, advanced Excel); Wordpress & web design;
UoL First Aid Course; Awarded certificate;

Interests

Interests: Women's rugby, architectural history, travelling, volunteering, Winter Sports

References available on request
