

Demande

Dear Mr Smith,
I am writing to apply/ask/request for the position of waiter which was shown/advertised/presented in the French Centre (Centre Charles Peguy).
I am currently worked/employed/used by a French Bakery as a sandwich maker, but am keen to out/pursue/take a career in catering, because I enjoy serving and welcoming customers.
As you will notice on the included/mentioned/attached CV, I worked in a French restaurant. In this position I gained considerable experiment/expresson/experience, so I am familiarised/familier/familiar with waiting duties. I work well under anxiety/demands/pressure and enjoy working in a team. In addition, I speak English well/fluently/strongly.
I would be available/around/accessible for interview from next week. References are available from my present and previous employers.
Meanwhile, please do not hesitate/wait/stop to contact me if you require further information.
I look forward to hearing from you.
Yours sincerely,
Margaret Roan

Letter motivation

Applying for work experience (postuler pour un stage)
For my diploma, it is important/essential to have work experience in a British/American firm
C'est important pour mon diplôme d'effectuer un stage dans une société Anglaise/Américaine
I am hoping to work for a small/big/international/British firm and would be particularly pleased to have some training in your firm
J'espère travailler dans une petite/grande/internationale/société Anglaise et serais particulièrement reconnaissant d'effectuer mon stage dans votre compagnie.
I am studying to be a personal assistant/a sales executive...
Je suis étudiant pour être une assistante de Direction/ un conseiller de vente...
A placement in your firm would enable me to complete my education and perfect my English
Un stage dans votre entreprise me permettrait de compléter ma formation et d'améliorer mon anglais
I would like to gain as much insight as possible into international commerce
J'aimerais en apprendre le plus possible dans le domaine du commerce international
I will do my utmost to give you satisfaction
Je ferai tout mon possible pour vous donner satisfaction
Work experience in...would enable me to gain the knowledge of international business practise which I need
Un stage dans... me permettrait d'acquérir les connaissances nécessaires dans le commerce international dont j'ai besoin
to benefit from : tirer profit de
to be eager to : souhaiter vivement
to be willing to : être disposé à
to enjoy meeting people : aimer les contacts humains
position : fonction
a proposal form/a contract : convention de stage
Sales Department : Service des ventes
a six-month (month ne prend pas de "s" dans ce cas de figure)work experience period : stage de six mois

CV

Name: Bruijn
Surnames: Rolf Hendrik Cornelis, Rolf
Date of birth: May 5, 1983
Place of birth: Haarlem, the Netherlands
Nationality: Netherlands
Address: Duinlustparkweg 48 H
Postal Code: 2061 LD
Residence: Bloemendaal
Country: Netherlands
Phone: +31 235375443
E-mail: rolfbruijn@hotmail.com
Civil status: Single
Education:
2001 - 2007 :
1995 - 2001 :
VWO, Schoter. Graduated in June 2001.
VWO prepares high school students for scientific education at university.Obtained a degree in:
English, Dutch, mathematics, physics, chemistry, geography and history
Field work experience:
+May-June 2002 Geological mapping exercise in Aliaga, Teruel, Spain.
+May-June 2003 Geological mapping exercise in Camarasa, Pyrenees, Spain
Work experience:
Geologist Consultants, march 2007 -
+Student assistant, Utrecht University, faculty of Earth Sciences, 2002 - 2005
References:
+Dr. M.R. Drury, Researcher at Utrecht University, faculty of Earth Sciences
+Dr. van Roermund, Researcher at Utrecht University, faculty of Earth Sciences
Other skills:
Computer experience: Windows 2000/XP, Microsoft Office Word, Excel, Powerpoint, ArcGIS, PowerExplorer
Driver's licence including car handling training
Languages: English Arabic french
Strong characteristics
Determined, teamplayer, capable of dealing with stress, flexible attitude, analytic, ambitious, independent, great physical shape, reliable, loyal.
Hobbies:
Sports (athletics), music, traveling, surfing on internet, science, statistics, learning languages