

TO: Recruiting Manager

29 May 2017

For attention: Mrs. Anne Jones  
Jones & Jones (Pty) Ltd  
110 Workhouse Road  
Cape Town  
7500

Dear Sir or Madam

APPLICATION FOR PROJECT MANAGEMENT POSITION

I am applying for the Project Management position advertised on your website (closing date 30 May 20..). Lorem ipsum dolor sit amet, ilia accusatory constitute e, in anti map salutation viz, at snit kumquat epicure cum:

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Yours sincerely

Jane Candidate (Ms.)  
072 591 7108



# Jane Candidate

110 Newlands Road,  
Cape Town  
7001

072 591 7108

[jane.candidate@gmail.com](mailto:jane.candidate@gmail.com)

ID: 920522 0272 089

## Work Experience

<b>Oct 2015 to May 2017</b> <b>The Marketing Studio</b> <ul style="list-style-type: none"><li>•Assistant Project Manager &amp; Researcher</li></ul>	<b>Apr 2014 to Sept 2015</b> <b>IT Select &amp; Channel Traders</b> <ul style="list-style-type: none"><li>•Office Management</li><li>•Marketing Administrator</li><li>•Research Analyst</li></ul>	<b>Jan 2014 to Mar 2014</b> <b>Innovate</b> <ul style="list-style-type: none"><li>•Receptionist</li></ul>	<b>Dec 2012 to Jan 2013</b> <b>Grand Bazaars</b> <ul style="list-style-type: none"><li>•Cashier (holiday job while studying)</li></ul>
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## Education

### Tertiary Education

- University of Cape Town (UCT)**  
*BComm - Management and Information Systems  
2011 to 2013*

### Secondary Education

- FT High School**  
*Matriculated  
2010*

## **Profile - Key Experience & Exposure**

### ***Bachelor of Commerce - UCT***

Completed BComm Degree at UCT in 2013, majoring in Economics. Completed various internships and projects during my degree, including a placement at a leading financial institution. I have a strong understanding of financial markets and investment strategies. I am a team player and a quick learner, with excellent communication and analytical skills.

### ***Research Analyst & Marketing Administration***

Completed a research project on the impact of social media on consumer behavior. I analyzed data from various sources and presented my findings to a panel of experts. I also worked on a marketing campaign for a local business, developing a strategy that resulted in a significant increase in sales. I have a strong understanding of market trends and consumer behavior.

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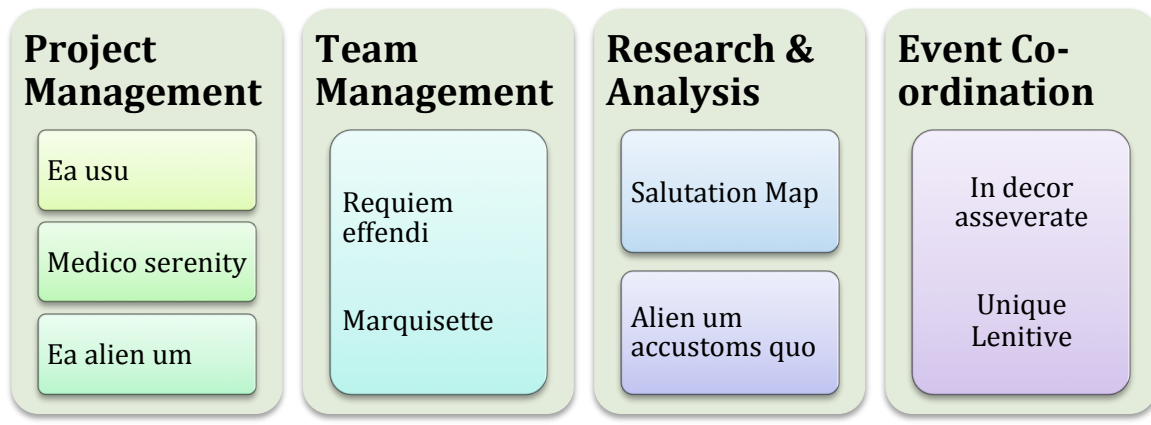
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### ***Assistant Project Manager & Researcher***

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## Skills & Expertise



## Personal Summary

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## Contactable References

