

Module name: Professional Career Development

Student name: Stefanie Skalkosova – 2412159

Lecturer name: Muhammad Cassamo

Job Description

Job Title

Content Writing & Editing

Starting 10th December 2024

Remote/London

Type of Contract

Permanent, full-time

Salary

Competitive salary, hourly rate between £16.41 and £17.95

About us

At IQ Talent Solutions we are offering you the chance to work on sight or remotely all considering on your own schedule. You will be working with the most prestigious clients worldwide. We have become a talent acquisition in 2009. Giving you the opportunity to meet our most prestige clients all over EMEA (Europe, Middle East and Africa).

Role

As a content editor and writer, you will be meeting with clients and deliver engaging content, giving you the chance to add a leading, global brand to your portfolio. You will be responsible for managing, reviewing, and improving written materials to ensure they meet project goals and quality standards. Ideal candidates should have strong editing, communication, and organisational skills.

Benefits

- Remote work flexibility
- Competitive hourly pay
- Experience building
- Project management skills
- Annual bonus
- Health and wellness support – gym memberships, or mental health resources.
- Diverse work projects
- Company-sponsored retreats

What we look for

- Proven experience in a corporate marketing role.
- Exceptional written and verbal English communication skills, excellent attention to detail, proofreading and copywriting skills.
- Ability to draft long- and short form content including focused copy for speeches and events.
- Adaptable and proactive individual with a structured work style and capacity to deliver in a fast-paced environment.
- Strong project management and organisational skills; ability to multitask and meet deadlines.
- Positive team player.
- Ability to collaborate with teams effectively.
- Experience working in an international environment with an understanding of cultural nuances.
- Related experience (e.g. content marketing, campaigns and communications).

IQ Talent Solutions

We work mainly digitally to be easily found and contacted. We try to inspire our employees to be as creative and open-minded as possible. Not only would you experience international culture, but you would also live it as you'd be part of our team. If you're looking to work in a team and at the same time build up your own content experience, then this job role is for you! With many more opportunities to come as time goes on making you become more visible and known towards known-prestige clients.

If you think you have all the skills and experience that we need, be sure to apply and we'll get back as soon as possible to you!

Location

Sherbourne House, 119-121 Cannon St, London EC4N



CV

Stefanie Skalkosova

Wales, Cardiff

07007007007 | 2412159@student.uwtsd.ac.uk

Career Profile: organised and detail-focused Content Editor with experience improving and skills in editing, managing content, and meeting deadlines. Good at working with teams and producing clear, accurate work remotely.

Education:

2020-2023 Cardiff University – BA in English, Journalism, Media, and Communication.

2015-2020 Cardiff High School/Sixth Form – GCSE in Journalism and English with grades A*

Work History:

2023-2024

BBC Journalism Trainee Scheme – a paid 12-month scheme providing hands-on training in journalism across various BBC platforms. Offers a chance to work with industry professionals and produce content for TV, radio, and digital.

2020-2023

Freelance writing or blogging site – Fiverr – a platform where you can create gig listings offering freelance writing services such as blog posts, copywriting. This gave me a chance to develop my writing skills, build a portfolio, and even start earning money while still in education.

Skills

- Multilingual, can speak English, Welsh, Spanish, Italian.
- Research skills.
- Creativity, ability to think creatively and generate new ideas angles for stories, or engaging content.
- Adaptability, flexibility to write in different tones and styles depending on the publication, platform, or target audience.
- Time management and meet deadline dates
- Communication skills
- Attention to detail
- Writing and editing skills
- Team player
- Multitasking
- Marketing knowledge
- Analytical thinking

Cover Letter

Stefanie Skalkosova

Wales, Cardiff

2412159@student.uwtsd.ac.uk

07000700070

Dear John Wallace,

I am writing to express my interest in the Content Writer/Journalist position at IQ Talent Solution. With experience in writing and editing content for various platforms, I am confident I can contribute to your team.

As a Journalism student, I have developed strong skills in researching, writing, and meeting deadlines. Through internships and freelance work, I have gained hands-on experience creating engaging articles and optimizing content for digital platforms. I am also able to adapt my writing for different audiences.

I am eager to bring my creativity and passion for storytelling to your team at IQ Talent. Thank you for your time and consideration. I look forward to discussing how I can contribute to your work.

Sincerely,

Stefanie Skalkosova