



**Module Name:** Professional Career Development

**Module Code:** BMSW4012

**Assignment Title:** Practical Task

**Student Name:** Elizabeth Keen

**Student Number:** \*\*\*\*\*

**Lecturer:** Tom Jones

**Deadline:** 09.00AM 23<sup>rd</sup> of March 2026

**Word Count:** 650

## **1. Job Description (Provided by Partner)**

**Job Title:** Junior Recruitment Consultant

**Company:** BrightPath Talent Solutions Ltd

**Location:** Hybrid (Cardiff-based office with remote working options)

**Contract Type:** Full-time, Permanent

**Salary:** £24,000 – £27,000 per annum + commission

### **About the Company**

BrightPath Talent Solutions Ltd is a growing recruitment consultancy specialising in placing early-career professionals into business, administration, and customer service roles across Wales and the South West. We value professionalism, integrity, and people-centred recruitment practices.

### **Key Responsibilities**

- Supporting the recruitment process from vacancy creation to placement
- Screening CVs and conducting initial candidate interviews
- Building relationships with candidates and clients
- Managing job advertisements and applicant tracking systems
- Supporting senior consultants with administrative and client-facing tasks

### **Essential Skills and Requirements**

- Strong communication skills (written and verbal)
- Ability to work professionally with clients and candidates
- Good organisational and time-management skills
- Confidence using Microsoft Word and email
- Ability to work independently and as part of a team

### **Desirable Skills**

- Previous experience in customer service, sales, or recruitment
- Experience handling confidential information
- Interest in people-focused or business careers

## 2. AI Acknowledgement

I acknowledge the use of **ChatGPT** (<https://chat.openai.com>) on **10 March 2026** to support the planning and structuring of my CV and cover letter.

I used the following prompt(s):

- “Help me structure a professional CV for a recruitment role.”
- “What skills should I highlight for a junior recruitment consultant?”
- “Check my cover letter for clarity and professional tone.”

I confirm that I have not presented any AI-generated text as my own work. I confirm that I have retained copies of my drafts, notes, and other resources used before and after the use of AI tools, which may be requested as evidence.

### 3. Cover Letter

**[Student Name]**

[Address]

[Email Address]

[Phone Number]

Hiring Manager  
BrightPath Talent Solutions Ltd

**10 March 2026**

Dear Hiring Manager,

I am writing to apply for the position of Junior Recruitment Consultant at BrightPath Talent Solutions Ltd. I am particularly interested in this role as it combines relationship-building, communication, and organisational skills, all of which I have developed through previous customer-facing and business-focused roles.

I have experience working in fast-paced environments where professionalism, confidentiality, and clear communication are essential. Through roles in hospitality, sales, and recruitment support, I have developed strong interpersonal skills and the ability to engage confidently with a wide range of people. I am comfortable handling sensitive information and understand the importance of representing an organisation positively to both clients and candidates.

In addition to my people skills, I am highly organised and confident using Microsoft Word, email, and digital systems to manage information effectively. I work well both independently and as part of a team, and I am motivated to develop a long-term career in recruitment within a company that values ethical and people-centred practice.

I am enthusiastic about the opportunity to contribute to BrightPath Talent Solutions and to develop my skills further within a supportive and professional environment. I would welcome the opportunity to discuss my application in more detail at interview.

Yours sincerely,  
Elizabeth Keen

#### **4. CV**

Elizabeth Keen  
Cardiff, Wales  
student.email@email.com  
07XXX XXXXXX

#### **Personal Statement**

A motivated and professional individual with experience in customer service, sales, and recruitment support. Strong communication and organisational skills, with a genuine interest in people-focused careers. Seeking to develop a long-term career in recruitment within a supportive and ethical organisation.

#### **Key Skills**

- Professional communication
- Relationship-building
- Time management and organisation
- Microsoft Word and email
- Confidential data handling
- Teamwork and initiative

#### **Employment History**

##### **Recruitment Assistant**

ABC Recruitment Services | 2023 – 2025

- Supported consultants with candidate screening and administration
- Conducted initial candidate phone calls
- Managed CVs and interview schedules
- Maintained confidentiality and accurate records

##### **Sales Advisor**

Retail Solutions Ltd | 2021 – 2023

- Built rapport with customers and identified needs
- Met performance targets consistently
- Handled customer concerns professionally

##### **Waitress / Bar Staff**

Various Employers | 2018 – 2021

- Delivered high-quality customer service in fast-paced environments
- Worked effectively as part of a team
- Developed resilience and communication skills