



**Programme: Certificate of Higher Education in
Employability Skills**

Module: Professional Career Development

Module code: BMSW4012

Assignment Title: Job Interview practical task -Part 2

Cover Letter

Sergiu Bogdan

1A Courtybella Terrace

Newport NP20 2LA

07721875841

[Email Address: corbeisergiu1@gmail.com]

Hiring Manager

TK Elevator UK Ltd

[Company Address]

[London, EC3N 2JY]

Dear Hiring Manager,

Following finding a notice about the opportunity for an Assistant Project Manager at TK Elevator UK Ltd, I am writing to apply for this job. I consider myself very adaptable and capable to work in a fast pace and high-pressure environment, I also possess great teamwork skills and would like to apply them to your creative ideas in vertical mobility solutions.

In my working career, I was involved in line production capacity at Avara Food and 2 Sisters Food Group with total commitment in organisation, punctuality and implementation of safety measures to meet rigorous production schedules. These roles involved analyse data, managing finances and time, familiarisation of working with multicultural teams, all of which are helpful in aiding in project management.

I bring a positive attitude to the table and ripe skills of flexibility and reliability. As I have not had any time off from work and I consistently arrive at work early, I make sure that projects continue on schedule and within the timeline. Even though my previous work was administrative and involved line management, I am genuinely interested in the project planning and project tracking, more so in introducing Agile frameworks.

Taking a job in TK Elevator UK Ltd is an opportunity with which I will bring versatility, good organisational and learning attitude to your projects. Thus, I am sure my positive

outlook on work and the commitment to building personal reputations for professionalism would be an asset to your organisation.

Many thanks for having invited me to apply for the position. Please, let me know of the date and time that is suitable for you for the interview, and I am ready to explain to you how I can help your team.

Yours sincerely,

Sergiu Bogdan

Applied Job Profile

The image shows a screenshot of a job search interface. On the left, there is a list of three job cards:

- Assistant Project Manager – HS2**
TK Elevator UK Ltd
London EC3N 2JY
◦ Collecting and reporting **project** progress.
◦ 2-3 years experience in **project** management support and/or **project** coordination roles within the construction industry...
· More...
- Graduate Project Manager Early Experience**
Size Group
London
◦ Ensuring the integrity of **project** reports.
◦ Construction **project** management experience preferred, but not required.
· More...
- IT Project Manager**
Bupa
Staines-upon-Thames
⚡ Typically responds within 1 day

On the right, a detailed view of the 'Assistant Project Manager – HS2' job is shown:

- Assistant Project Manager – HS2**
TK Elevator UK Ltd 3.5 ★
London EC3N 2JY
Full-time
You must create an Indeed account before continuing to the company website to apply
[Apply now] [Bookmark]
- Job details**
Here's how the job details align with your [profile](#).
Job type: Full-time
- Location**
London EC3N 2JY
- Benefits**
Pulled from the full job description

Source:

https://uk.indeed.com/jobs?q=Project+Manager&l=London&mna=&acid=&gad_source=1&gclid=Cj0KCOiAi_G5BhDXARIsAN5SX7qEJZLyD_JrhRQzoMIZOxDMY4tv0t9xV6sMzy-go5d00P1pqOmIPfUaApdSEALw_wcB&gclsrc=aw.ds&from=mobRdr&utm_source=%2Fm%2F&utm_medium=redir&utm_campaign=dt&vjk=daba29cc6a842d0e

CV

SERGIU BOGDAN

1A Courtybella Terrace, Newport, NP20 2LA (M)07721875841 (DOB) 13/03/1997

PERSONAL STATEMENT

Ideally looking for full time work but would be prepared to take on part time work for the right job opportunity. Consider myself flexible and would be willing to work evening, and some weekends. I have experience of working shift patterns and would be happy to continue this, am also happy to take any overtime that may be available in the future. Although I have my driver's license, I currently do not have access to a car and am therefore reliant on public transport – however I am very adept at getting to my place of work; I have an excellent record of being on time for work and am usually early. I am in excellent health and have never had to call in sick or have not attended a shift when due to attend.

EDUCATION

Romanian School - Liceul Teoretic Criscior (2005 - 2015)

- | | |
|-----------------|---------------|
| • Mechanics (P) | • French (P) |
| • Maths (P) | • Science (P) |
| • English (P) | • History (P) |

Attended school / education in Romania however have lived and worked in the UK for a number of years.

EMPLOYMENT

Factory Worker (Full Time) – Apr 2019 - Nov 2020

Avara Foods Ltd, The Hardwick, Abergavenny, Gwent, NP7 9YR

- Agency worker, contract was reduced so became unemployed
- Worked on the production line in a series of roles
- Quality checked food / meat products and packed for distribution
- Attended training and inductions as requested including basic health and safety
- Wore all PPE as directed and followed factory protocols

Factory Worker (Full Time) – Sept 2018 – Mar 2019

2 Sisters Food Group (Staff Line)

- Agency worker so temporary work contract
- Worked on the production line that makes packaged food products
- Attend induction / and health and safety training
- Completed all requested paperwork and checks
- Worked on all aspects of the production line

KEY SKILLS

- In excellent health and have never had a day's sickness from work
- Punctual – always on time
- Flexible – able to work shift (including evenings and some weekends)
- Team player – work well within a team environment
- Willing to travel for work
- Have my driver's license although currently don't have access to a car
- Experienced in factory work

HOBBIES / INTERESTS

I enjoy travelling and exploring the UK and abroad when restrictions permit. I enjoy watching movies and spending time with my friends and family. I also enjoy both watching and playing football when I have time.

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