

MOCK INTERVIEW ASSIGNMENT

Module: Employability Skills

Student: Ainhua Gonzalez

Student ID: 2437105

Course: Certificate of Higher Education in Business Skills for the Workplace.

Date: 20.07.2026

JOB ADVERTISEMENT

Job Title: Business Development Manager.

Company: Toshiba Tec UK Imaging Systems

Location: London, United Kingdom.

Employment Type: Permanent, Full time.

Business Development Manager (BDM)

Toshiba Tec UK Imaging Systems  • 4.0 

Job details

 **£30,000 - £35,000 a year**

 **Permanent, Full-time**

 **Hybrid work in London EC3R 8AF**

CV

AINHOA GONZALEZ MORROBEL

London, United Kingdom

2437105@student.uwtsd.ac.uk

PERSONAL PROFILE

Motivated business student currently studying at the University of Wales Trinity Saint David. I am organised, reliable and eager to begin my career in business administration. I enjoy working in a team, learning new skills and providing excellent administrative support.

EDUCATION

- **Haringey Sixth Form College.**

Health and Social Care Level 1.

ESOL.

- **University of Wales Trinity Saint David.**

Certificate of Higher Education in Business Skills for the Workplace.

SKILLS

- Microsoft Word.
- Microsoft Excel.
- Outlook.
- Communication.
- Teamwork.
- Organisation.
- Time Management.
- Problem Solving.
- Customer Service.

LANGUAGE

- Spanish: Native
- English: Intermediate.

COVER LETTER

Ainhoa Gonzalez

Hiring Manager

Toshiba Tec UK Imagin System

Hybrid work in London EC3R 8AF

20.07.2026

Dear Hiring Manager,

I wish to apply for the role of Business Development Manager, currently being advertised on Indeed Jobs. Please find enclosed my CV for your consideration.

As you can see, I am currently studying Certificate of Higher Education in Business Skills for the Workplace at the University of Wales Trinity Saint David. Alongside my studies, I have gained experience working in the cleaning industry, and my strong work ethic, reliability and organisational skills make me the right person for the role.

In my role as a cleaner, I have been responsible for maintaining high standards of cleanliness and hygiene, following health and safety procedures, managing my workload efficiently and working independently as well as part of the team. This experience has helped me become reliable, hard working and detail oriented.

My studies have also strengthened my communication, problem solving, and administrative skills. I am confident using Microsoft Word, Excel and Outlook, and I enjoy learning new skills and taking on new challenges.

I believe my positive attitude and strong ethic would make me a valuable member of your organisation. I am eager to begin my career in business and contribute to your team's success while continuing to develop professionally.

Thank you for considering my application. I look forward to hearing from you.

Your faithfully,

Ainhoa Gonzalez.