

University of Wales Trinity Saint David

Employability and Career Development (LCLM4005)

Component 1 – Mock Job Interview

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Lecturer: Ms Inderjit Grewal

Submission Date: 20th July 2026

Content

1. Curriculum Vitae (CV)
2. Cover Letter
3. Job Advertisement/ Person Specification

Section 1: CV – PAGE 1



SKILLS

Microsoft Word
Expert

Microsoft PowerPoint
Advanced

Cloud- based File Management
(One drive, sharepoint)
Expert

Scheduling & Resource Planning
Systems
Expert

Document Management
systems

Expert

CRM (Customer Relationship
Management) Systems
Expert

Calendar & Diary Management
Software
Expert

Data Maintenance
Expert

Email Management &
Professional Correspondence
Expert

Sharepoint
Expert

Microsoft Excel (Spreadsheet,
formulas, data management)
Advanced

LANGUAGES

English
Spanish
Fluent

REFERENCES

Available on request.

MARIA RENEE AGUILERA

PERSONAL ASSISTANT/ ACCOUNT & ADMINISTRATIVE
COORDINATOR

London

✉ 1707871@student.uwtsd.ac.uk

SUMMARY

Highly organised and motivated Business Administration professional with over 10 years of experience supporting directors, engineers and project teams across construction and corporate environments. Experienced in executive support, accounts administration, quotations, invoicing, diary management, customer service, project coordination and office management. Currently studying Business Skills at University West Trinity while working as a Personal Assistant / Accounts & Administrative Assistant at A&H. Recognised for excellent organisational skills, attention to detail and the ability to manage multiple priorities in fast-paced environments.

EXPERIENCE

Personal Assistant / Accounts & Administrative Coordinator
A&H Limited
Oct 2025 - Present • Loughton

- Manage day-to-day administration.
- Organise engineers and job schedules.
- Prepare quotations and invoices.
- Track payments and maintain financial records.
- Communicate with clients and suppliers.
- Monitor company vehicles, MOTs, insurance and servicing.
- Maintain accurate documentation.
- Remote working.

Poker - Masseuse
Genting Casino Stratford
Nov 2022 - Jun 2025 • Stratford - London

- Provided professional massage service to poker players in a busy casino environment.
- Delivered exceptional customer service while maintaining professionalism and discretion.
- Built positive relationships with clients, ensuring high standard of customer care.
- Worked indecently, managing appointments and prioritising clients needs during busy periods.
- Demonstrated excellent interpersonal and communication skills with customers from diverse backgrounds.

Team Administrator
Crossrail
Jun 2019 - Aug 2022 • Canary Wharf - London

- Diary management for Project Managers.
- Coordinated meetings, training sessions and presentations.
- Ordered PPE and office supplies.

SECTION 1 – CV PAGE 2

- Supported document control by uploading technical drawings.
- Managed IT requests and administrative support for project teams.
- Monitored work orders and follow-up actions.

Service Administrator

MKM Elevators

Jan 2019 - Jun 2019 • Palmers Green - London

- Produced quotations and purchase orders.
- Updated engineer schedules.
- Managed customer enquiries and complaints.
- Supported data entry and administration.
- Assisted with insurance reports.

Office Manager (Maternity Cover)

CAM Specialist Support Limited

Apr 2016 - Jun 2017 • Forest Hill, London

- Managed office operations.
- Controlled budgets and expenditure.
- Maintained vehicle compliance.
- Managed subcontractor documentation.
- Processed company accounts using sage.
- Supported in producing Risk Assessments & Method Statements.

Administrative Supervisor

CAM specialist Support Limited

Jun 2017 - Jan 2014 • Forest Hill, London

- Arranged window cleaners schedules.
- Coordinated scheduled jobs.
- Managed client communications.
- Supported daily office administration.
- Arranged council permits.

EDUCATION

Business Skills

University of Wales Trinity Saint David

Oct 2025 - Present • City

Lewisham College

Advanced Level 3 NVQ Diploma in Business Administration

May 2014 - Jun 2016 • Lewisham, London

Level 2 Business Administration NVQ

Flex Learn Apprenticeship

Feb 2012 - Oct 2013 • Stratford, London

SECTION 2 – COVER LETTER (PAGE 1)

Maria Renee Aguilera

London

1707871@student.uwtsd.ac.uk

20 July 2025

Hiring Manager

AJP Recruitment

Alderman Fenwick House

98–100 Pilgrim Street

Newcastle upon Tyne

NE1 6SQ

Subject: Application for Administrator

Dear Hiring Manager,

I am writing to apply for the **Administrator** position advertised by AJP Recruitment.

With over ten years of experience in administration, customer service and office support, I have developed strong organisational, communication and problem-solving skills. My experience in engineering and corporate environments has given me the ability to manage multiple priorities while maintaining accuracy and professionalism.

In my current role as a **Personal Assistant / Accounts & Administrative Coordinator**, I manage diaries, coordinate engineers, prepare quotations and invoices, maintain documentation and communicate with clients and suppliers. I am also proficient in Microsoft Office, SharePoint and document management systems, which I understand are important for this role.

I am currently studying the **Certificate in Higher Education Skills for the Workplace** at the University of Wales Trinity Saint David and am keen to continue developing my career in administration. I believe my experience, attention to detail and positive attitude would make me a valuable addition to your team.

SECTION 2 – COVER LETTER (PAGE 2)

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experience meet your requirements. I look forward to hearing from you.

Yours sincerely,

Maria Renee Aguilera

SECTION 3: JOB ADVERTISEMENT PAGE 1

cv-library.co.uk

Administrator Manager jobs in IG11 0TH - July 2026 | CV L...Business Administrator by AJP Recruitment in Northumber...M365 Copilot

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Keywords

e.g. Assistant

Location

e.g. Town, city or postcode

Search Jobs > Admin & Administration > Administrator > England Jobs

Business Administrator

Posted 22/06/2026 by AJP Recruitment

Northumberland

Permanent

Apply Now

Expiring soon



Our client is a leading engineering and project services company who provide bespoke solutions across a number of marine related areas. Due to growth, they now require an **Administrator** to join their busy North East office.

The Role

Provide **administration** support for onsite staff as required - including approval of PO's & Requisitions in IFS.
Assist Facilities **Manager** with **admin** tasks including Compliance, Training and Calibration registers
Assist other teams with **admin** tasks including recording, scanning, filing of works orders and completed documentation and general tasks
Raise relevant Purchase Requisitions in line with IFS process for goods and services
Telephone operator and general reception duties
Meet & greet clients, visitors and customers at reception ensuring all visitors complete an HSE induction
Attend meetings with Heads of department to take MOM in a confidential approach
Reconciliation of company credit cards monthly, safe storage of credit card receipts throughout the month
Create and maintain a site wide staff holiday calendar for on-line viewing
Checking documentation compliance
Ensuring all consumables for the facility are in place, including stationery and water supplies
Filing of site documentation including Daily Equipment Checklists
Managing and co-ordination of internal/external meetings, bookings and refreshment provision
Organise mail distribution and transfer between sites

SECTION 3: JOB ADVERTISEMENT FINAL PAGE 2

The Person

Previous experience within a similar **administration** role

Flexible and knowledgeable to work across disciplines and share ideas

Attention to detail - closer/finisher

Ability to work to tight timescales , deadlines and under pressure

Ability to co-ordinate and manage own work related activities to achieve quality, and timescales

Ability to plan own work

Ability to use past experience and knowledge to achieve work requirements on time

Ability to work and interface with others in a cross functional environment

Willing to adapt and embrace new ideas and methods.

Strong **administration** skills - Excellent IT skills (Excel, Word, PowerPoint, experience of ERP system preferred.) Experience of working with data input - Excellent communication skills

Apply Now 

Company: [AJP Recruitment](#)

Job Type: Permanent

Contact name: Mark Gardner

Telephone: 0191 2449922

Contract Length: N/A

Job Reference: 959955

Job ID: 225277671

Remember: You should never send money to a prospective employer or disclose any financial information. Should you encounter any job listings requesting payments or financial details, please [reach out to us](#) immediately. For further guidance, visit [jobsaware.co.uk](#).