

Artūrs Lejins

📍 Tahtimotie 2 d 42, 02620 Espoo (Finland)

☎ +37123883622 ✉ shnjiel@gmail.com

Espoo, 31 October 2019

Subject: Cover letter

Tervetuloa,

I'm 22 year old Latvian, moved to Finland in the beginning of October. Aiming to get a job in office as assistant or similar, since I have various basic skills that could help a company grow.

As part of my role as administrator was helping others, marketing department and safety department. I didn't just tell a problem that we had, I suggested a solution as well. My hobby is photography, so I assisted marketing department by taking pictures, and as part of my school training I was able to help with the ideas on how to promote our upcoming event and gain customers.

I am available to start right away.

Yours sincerely,

Artūrs Lejins

PERSONAL INFORMATION

Artūrs Lejins

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JOB APPLIED FOR

Planning assistant

WORK EXPERIENCE

01/01/2018–15/09/2018

Clerk

Ministry of Education and Science, Riga (Latvia)

- Ensure correct document systematization,
- Receiving and sending documents,
- Check document correctness,
- Answer and transfer calls from customers.

03/11/2018–17/09/2019

Administrator

VSIA "Daugavas stadions", Riga (Latvia)

- Coordinating people in Stadium,
- Assisting in preparation for upcoming events,
- Ensuring safety during day and events,
- Analyzing and gathering data of potential clients

EDUCATION AND TRAINING

01/09/2014–19/06/2018

Diploma in Administrative and secretarial services

EQF level 4

Technical school of Ogre (Ogres tehnikums), Ogre (Latvia)

General:

- Document management,
- Theory of leading,
- Basics of marketing,
- Professional ethics,
- Customer service,
- Computer science,
- English and Russian languages,
- Communication of business,
- Psychology,
- Labor and liability law,

PERSONAL SKILLS

Mother tongue(s)

Latvian

Foreign language(s)

UNDERSTANDING	SPEAKING	WRITING

	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	B2
Certificate of C1 level knowlage Avarded by completing ERASMUS+					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills - Good communication skills gained in working as and administrator and as clerk for almost 2 years.
 - Easy to communicate with clients and with work colleagues

Organisational / managerial skills - Good managing skills obtained by working as Administrator,
 - Good stress tolerance.

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem-solving
	Proficient user	Proficient user	Independent user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- Good with MS Word and Excel,
 - Good with technical side of computers.