

# Curriculum Vitae



**Name:** David Cooper  
**Date of Birth:** 6 May 1975  
**Address:** 21, Aigen Avenue, Oakwood

## Education / Qualifications:

1987 - 1994

Riverside Secondary School, Oak  
GCSEs: Maths, Economics, English, Computing, Asian Studies  
'A' Levels: Maths(B), Economics (B), Business Studies (A)

1994 - 1997

B.Sc. in Business Studies  
University of Wales

## Work Experience:

April 2003 -

Assistant Managing Director, Melton Enterprises, Slough

Sept. 1999 - April 2003

Market Researcher, ABC Services, Birkwood

June 2001 - Aug. 1999

Trainee Market Researcher, The Ken Company, Oakwood

## Other Information:

- Full, Clean driving licence
- Interests: sailing, cooking, jogging, karate

## Referees:

Carl Spencer (President)

ABC Services

2, MNK St,

Birkwood

Larry Page (President)

Melton Enterprises

42, JK St,

Slough



# Applying for jobs

EASY  
ENGLISH  
444

5 ABC Court  
Slough  
SLX 4PM

12 May 2010

Dear Mrs Rose

Marketing manager for over-seas office

→ Name of the job  
applying for

I am writing to apply for the position of Marketing Manager in your Oakwood office, as advertised in The Times on 1st May. ①

→ Paragraph 1  
state reasons  
for writing

As outlined in my CV, which I have enclosed, I attended Riverside Secondary School in Oak where I completed my GCSE and 'A' Level studies. In 1997, I graduated from the University of Wales with a BSc in Business Studies and Marketing. ②

→ Paragraph 2,3,4

education &  
qualifications,  
previous  
experience.

After graduation, I moved to Oakwood where I trained as a market researcher for the Ken Company for two years. On my return to England, I continued working as a market researcher until 2003 when I obtained my present position. ③

I am currently employed as Assistant Managing Director at Melton Enterprises, where my duties include the organisation of staff and stock, as well as the allocation of budget within the sales department. I am also responsible for overseeing the whole business, and am generally noted for my good organisational and managerial skills. ④

→ personal  
qualities

I believe that I would be an ideal candidate for the position as I have extensive marketing training and experience. I am willing to relocate at short notice. ⑤

→ Paragraph 5  
suitability

I have enclosed my CV and I would be happy to supply you with further details should they be required. ⑥

→ closing remarks

Yours sincerely

David Cooper → full name