

Exercise: Writing a Cover Letter (Job Application)

1. Read the following two job ads and choose the most suitable one for you.

2. Write your cover letter.

Please note: The letter should explain why exactly you would be the perfect candidate for the position advertised.
Therefore you should cover/mention the following points:

- education (e.g. A-levels, apprenticeship, Bachelor's degree/Master's degree)
- qualification (e.g. trainings, courses, certificates)
- job experience (projects, tasks from your previous occupations)
- personal skills (e.g. motivation, strengths, capacity for teamwork)

Always try to prove your statements by giving concise examples.

Job Summary

Company

RH Recruiting

Location

Cornwall, SW PL312AA

Industries

Business Services - Other

Job Type

- Full Time
- Permanent

Career Level

Entry Level

Salary

20,000.00 - 20,000.00 £
per year

Job Reference Code

895815_1450781606

Contact Information

- Shirley Renham
- RH Recruiting

IT Sales Consultant

About the Job

IT Sales Consultant

Cornwall

20K depending on experience + Car +Bonus

RH Recruiting are currently working alongside our client in recruiting for an IT Sales Consultant based in Cornwall. The purpose of this role is to demonstrate new technology to pre arranged appointments and secure new business opportunities. You will be joining a growing business with the opportunity to progress. The business offer excellent training and support on all products with on-going learning in place.

Responsibilities:

To demonstrate technology to the target audience
To clearly and effectively promote and market the product and services
To persuade potential customers to purchase from the business.
You will ensure appointments are attended and set to a high standard to achieve business criteria.
To manage your own diary appointments efficiently and enhance productivity
You will be responsible for reporting daily on various KPI's

Experience:

You must have a proven track record in Sales
Have excellent communication and listening skills
IT knowledge is essential
To be able to adapt to new situations and changes
Have confidence in using own initiative
Good time management
Confident in demonstrating products

Working hours:

Monday - Friday 8.30am - 5pm

Benefits

Generous bonus structure

Car

Expenses paid

Free Parking

Various Incentives

Extensive training on all products

Xmas Shut down

21 days holiday + stats

Job Summary

Company
Modern Business Solutions

Location
Portsmouth, Southern PO110DG

Industries

- Computer Software
- Computer/IT Services

Job Type

- Full Time
- Permanent

Years of Relevant Experience
2+ years

Education Level
Some College Coursework Completed

Career Level
Experienced (Non-Manager)

Salary
30,000.00 - 45,000.00 £ per year
+ £80,000 OTE

Job Reference Code
566853362d6d7_1449677950

Contact Information

- Claire Moore
- Modern Business Solutions

IT Sales Manager

About the Job

IT Sales Manager - IT Managed Services

My client is a provider of IT Managed Services. Providing Cloud Services, managed IT Solutions (Infrastructure / Server / Storage / Virtualisation / Networking), working with products such as Microsoft, CISCO, VMware, EMC and Citrix.

We urgently seek an experienced Sales Manager, whose main responsibility will be to manage one of the Sales teams and sell products and services, with excellent organisational skills and the ability to manage performance, but also to identify profitable business opportunities and generate new business /Account Managed existing business, presenting solutions directly to clients. We are seeking some one who is highly focused, outgoing, motivated, proactive individual with a sound knowledge of Technology and IT solutions. As Sales Manager you will be out on the road majority of the time visiting clients independently and with your Sales Executives with a view to increasing the companies profile within the markets.

We seek someone who has very strong B2B Sales and Account Management experience within the IT sector, coupled with experience or desire in managing and developing Sales teams and managing and developing relationships with clients within the IT sector. You will have extensive experience of working within IT Infrastructure services. This role will require travelling within the South of England and therefore you will need to hold a full clean UK driving licence.

The role can be home based with travel to client locations and once a week from the office.

If this sounds like the right role for you, please forward your CV to us, where a Specialist Consultant will be in contact with you immediately.

The employment market is very buoyant at the moment and there is particular demand on a permanent basis from our clients across the country for candidates with experience in the IT sector, particularly in the following areas:

IT Engineers at all levels (1st,2nd,3rd,4th Line, Consultants, Specialists)
IT Management (Team Leaders, Project Managers, Service Delivery Managers)
IT Technical Architects, Solutions Architects (IaaS, PaaS, SaaS, Enterprise Architecture) (TOGAF 9, Prince 2 ITIL)
All areas of Infrastructure (Microsoft Stack, Active Directory, SCCM, Azure, Lync, Linux) (MCSA, MCSE, MCSD, MCITP)
Thin Client (Citrix) (CCA, CCAA, CCIA, CCEE, CCE-AD, CCP-AD,CCA-AD, CCP-N, CCA-N, CCP-M)
Virtualisation (VMware, Hyper-V, ESXi, vCloud Director) (VCP5,VCP4, VCP3,)
Cloud Technology (VCP-Cloud, VCAP-CID, VCDX-Cloud)
Data Centre Technology (VCDX5-DCV, VCAP5-DCD)
Networking (Cisco, HP, Juniper, Brocade, F5) (CCNA, CCDP, CCNP, CCIE, CCAr, F5 Certified)
Storage (EMC, NetApp)
Telecoms (Cisco, Toshiba, Mitel, VoIP, MPLS, SIP, Core Network)
ERP (Navision, Dynamics, SAP B1, Irs, Sage, JD Edwards)
Applications (Dynamics CRM, Salesforce, Saleslogic, ServiceNow, Guidewire and many more)
Sales at all Levels and all Areas
Software - Microsoft,Net,C#,VB,Net,ADO,Net, Visual basic, SQL, C++, SharePoint, Java, J2EE, BizTalk, Servlets, JSP, UML, Weblogic, Struts, Hibernate, Mainframe - (JCL and IBM), Cobol, CICS, Adabas natural etc, Flash, PHP, Web, Development, Test, ColdFusion, HTML
Database - Design and Administration, Oracle (OCP), SQL Server, Sybase, Ingres, Informix, Access, DB2
PMO - Project Management, Programme Management, Business Analysis, Change Management, Service Delivery,

We look forward to hearing from you and working on your behalf.