

Tomáš Belaj
Valašková 60
040 01 KOŠICE

FAKON SLOVENSKO
Jesenského ulica 24
040 01 KOŠICE

10 April 2008

Dear Sirs

Sales representative and assistant

I have seen your advertisement for a Sales representative and assistant, in last Monday's „Korzo“, and I wish to apply for this post.

I am twenty - two years old and have driver's licence B. At present I am working for a ZŤS in Prešov as Sales representative, but for personal reasons I would like to return to Košice, because I have permanent stay there. My telephone number is 63 352 80.

I attended Business academy, 61 Watsonova Street, 041 38 Košice and I passed Final exam. When I left this school in 2008 I worked as salesman in Tesco stores in Košice. After I went to Prešov, where I have been working for ZŤS.

Now, I would like to work in your company. Mrs Magdaléna Nová, the Sales manager of ZŤS Prešov, has agreed to give you any further information you require my work.

I enclosed my job application, curriculum vitae, my photography and telephone number as you required.

I look forward to hearing from you.

Yours faithfully

Tomáš Belaj

Encl: 4 pieces

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10 March 2008

Dear Sirs

Accountant - Economist

I am writing to you concerning your advertisement on 8 March 2008 in „Korzo“ for a accountant - economist to work in your company.

I am twenty - two years old and I command simple and complicated account, typewriting and I master PC. I am working for VSS, s. r. o., 82 Južná trieda, 040 01 Košice, but for personal reasons I would like to change the job.

I attended Business academy, 61 Watsonova Street, 041 38 Košice and passed Gradual exam. When I left this school in 2008 I have been working as accountant for VSŽ Oceľ, a.s.

During my attendance of Business academy I spent my experiences in VSŽ Oceľ, a. s., Košice and in VÚB a. s., Československej armády 102, 040 01 Košice.

Now, I would like to work in your company. I agreed with immediate coming. Mr Džonko Hraško, the Sales representative of VSŽ Oceľ, has agreed to give you any further information you require my work.

I enclosed my job application, curriculum vitae, my photography and telephone number as you required.

I look forward to hearing from you.

Yours faithfully

Tomáš Belaj

Encl: 4 pieces

Tomáš Belaj
Valašková 60
040 01 KOŠICE

DATAS, s. r. o.
Kukučínova ulica 12
040 01 KOŠICE

2 May 2008

Dear Sirs

Sales manager

I am replying to the advertisement of 1 May 2008 for a Sales manager which you placed in yesterday's „Korzo“.

I am twenty - two years old , I have driver's licence B and permanent stay in Košice. At present I am working for Hamadej, a. s., Košice as Sales representative, but for personal reasons I would like to change my job.

I attended Business academy, 61 Watsonova Street, 041 38 Košice and I passed Gradual exam. When I left this school in 2008 I worked as salesman in the market TITICACA Košice. After I have been working for Hamadej, a. s. in Košice.

Now, I would like to work in your company. Mr Johanides Koblušnikovičovský, the Sales manager of Hamadej, a. s., Košice, has agreed to give you any further information you require my work.

I enclose my job application, curriculum vitae, my photography and telephone number as you required.

I look forward to hearing from you.

Yours faithfully

Tomáš Belaj

Encl: 4 pieces