From a cover letter to a C.V

Extract all the key information from Akiko's letter tp fill in her C.V.

Akiko Tanaka
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London
W2 3BT
Mobile: 07960 999999
E-mail:
akiko9999@hotmail.com

Fortnum & Mason's
181 Piccadilly
London
W1A 1ER

3 August 2002

Dear Sir/Madam,

Re: Job as a part-time sales assistant (reference: JBW5014)

I would like to apply for the job of a part-time sales assistant in the food section of Fortnum & Mason's in Piccadilly, as advertised in Loot Recruit on 2nd August. Please find attached a copy of my CV.

My previous jobs include two years as a sales assistant in an organic food shop in Japan. This has given me experience of dealing with customers, as well as cashier skills and a basic knowledge of food retailing. I have been living in London since last September, and am currently studying English at a language school. I have good English communication skills (recently I passed the Cambridge First Certificate in English exam). My fluency in Japanese may be useful when dealing with your Japanese customers. I am an enthusiastic worker, and enjoy working in a team. My student visa entitles me to work up to 20 hours per week (or longer during my school holidays), and I could start work immediately.

I would welcome the opportunity to discuss the job vacancy with you on the telephone or at an interview. I can be contacted most easily on my mobile telephone or by e-mail (see details at the top of this letter).

Yours faithfully,

Akiko Tanaka

TANAKA
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akiko9999@hotmail.com

Employment 1999

1997-1999

Natural Group, , Japan
A manufacturer and retailer of natural foods and supplements in Japan.

Sales
- Advised the main shop's customers about organic and health

Education Sept 2001

Britannia School of English, London
English school; passed Cambridge in June 2002.

1993.1997 Meikai University, Chiba, Japan Degree in International Relations

Other skills

Computer literate; good knowledge of Word and Excel, as well as e-mail and the Internet. in Japanese; practical knowledge of English and Korean.

Personal Details

Date of birth 6 January 1975

Nationality

Work status visa

Interests Studying English, visiting museums, playing golf