



## Bewerbung

Dear Sir and Madam! I just saw your ad on the internet. I would be happy to apply for the advertised position and I would like to briefly introduce myself.

I have been in Switzerland since spring. Originally, I am from Ukraine, where I successfully completed my master's degree in marketing with a focus on business administration at the end of last year. Now I also want to gain a foothold in Switzerland.

So far, I have already gained a lot of work experience in administration and sales, whereby I was also entrusted with tasks in the field of social media in my work. In the administration for a dance studio, I was responsible for the active sale and marketing of our services in addition to communicative and administrative activities. But even more, I was entrusted with looking after our customers via social media. It was primarily about the processing of our offers and services, but I have also always dealt with the creation of contributions and the development of a brand and trained myself privately. For example, I completed an SMM – Social Media Marketing course. As a result, I was able to help my business with generating leads or improving the conversion rate, among other things. Also in the courses I learned how to create content and thanks to my creativity I can create different content options for the brand. The promotion of special offers or the development of a social media marketing strategy are exactly the things that fascinate me and that I now want to deal with professionally. Social media marketing is very developed in Ukraine, so I can bring a lot of new things to your company.

Apart from taking care of online sales in my work, I was also responsible for communication and support for both the various institutions concerned and our clientele. That way, I was able to gain a lot of practical experience in promotion and active customer support.

I am a very conscientious and service-oriented person who can quickly acquire new skills. Actively looking after customers and marketing products and services lies in my blood. Thanks to these qualities, my studies and my personal affection for trends and the zeitgeist, I am sure that I can also contribute a lot to the development of your brand and the success of your company. Since I haven't been in Switzerland for long, so I only have the basics of the German language at the moment. In order to improve this as quickly as possible, I regularly take part in a German course. Otherwise, thanks to my additional language skills, I can certainly quickly integrate into your team. I would be happy to use my motivation and commitment for satisfied customers and your success in the future.

I am already looking forward to your answer.

With kind regards