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Re - Ocean Robotics Director Personal Assistant
(posted Dec 7, 2011 by Cesar Harada on LinkedIn)

Cover letter

Dear Cesar,

Subsequent to discovering your job advertising, I gave a careful regard to your website and learned more about your innovative, bright and judicious project.

Therefore I would like to hand over my CV and to write down my motivation to one day be part of your team. The opportunity to work as Assistant/ business developer/multi-task for Ocean robotics project represents a position that consolidates my vocational ambitions and experience to date.

I have graduated a Media and Communication University in Belgium, volunteered for charities and then freelanced as project manager for 4 years in London and internationally for production companies, non-profit, event and art galleries. Internationally minded, I have fluency in English, French and Spanish with a basic knowledge of Dutch.

My past professional and voluntary experiences have enabled me with the following skills:

- Excellent organizational & accuracy attention to detail.
- Methodical approach to multitask, working to deadlines and ability to prioritize.
- Ability to deal with a wide range of people with tact and diplomacy, ability to team management.
- Ability to think ahead in order to establish an efficient and appropriate course of action for the business development.
- Finance and budgeting skills; compiling data and financial information into reports, working to budgets, ability to suggest areas for cost savings.
- Administrative experience: diary management, correspondence and writing compelling internal communication, operating and setting up systems, website management.

I'm resourceful and hard worker with strong interpersonal skills, ready to take up challenges. I have 3 years of professional experience in managing conflicting priorities, ensuring that deadlines are met by providing fully administrative support to my team.

My dearest hope and dream today is to merge my skills and experiences to a project in which I could dedicate my time, knowledge and enthusiasms. I wish to work for a company which value I uphold and share. Protei is remarkable, increasing, and with no limits in a captivating domain.

In attachment you will find my cv and a detailed list of my professional accomplishments to fully validate the extend to which my skills, abilities and energy meet the exact condition for the position. Also I'm convinced that my strong interest in ecology and environmental

projects further to my passion for sailing will help to take on this challenge and deliver successful results.

From early age, I was a member of the smallest sailing club by a windless lake at home, where I rapidly became a paddler expert. A few years later I got the amazing opportunity to sail the Galvana, a beautiful Stephens from the 70th. In 2009 , we sailed from Dubrovnik (Croatia) to Monaco, then in 2010 from Bodrum (Turkey) to Cagliari (Sardinia) in one step and watch-standing the boat in between the 3 of us. Qualified skipper assistant, I'm an enthusiast crossing sailor. Based in London for 4 years, I sometimes sail an old smack in Brightlingsea in Essex.

Kindly let me know when you would be available to set-up a meeting, as I would appreciate the opportunity to meet with you in person to voice my motivation, provide you with more detail on my skills and experience and to discuss both of our expectations on the role. While asking you to agree to take my candidature in consideration I remain sincerely yours.

Thank you in advance for your time and reply.
With best regards, H  l  ne