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To whom it may concern:

I am 23 years old and I am currently finishing the third year of the Bachelor's Degree in Economics and Business Administration of the Catholic University of Milan (expected graduation on March 2018).

As the majority of graduate students, I cannot boast a relevant work experience and I want to fill this gap as soon as possible. Nevertheless, I've always managed to find some jobs during holidays or together with my studies at the university in order to raise money and be able to help my family with the tuition costs (among these: waitress, event hostess, office employee). All these experiences, although not completely consistent with my ambitions, taught me to meet deadlines, to interact with colleagues and clients and a strong sense of duty, which is of paramount importance for a hard worker.

Being a waitress in a very famous restaurant in Milano taught me to manage my work under pressure and to focus on the tasks I had to complete methodically and quickly at the same time without losing sight of client's needs; moreover I learnt to be receptive to criticisms and advices given by the ones who had more experience, until I succeeded in fine-tuning an efficient working method.

Working as a hostess in a plenty of events allowed me to be in direct contact with clients from all over the world and taught me to be reactive in solving their problems, proactive in difficult situations, efficient in doing my duties, organized in coordinating and interacting with other hostesses, focused on constantly communicating an image of professionalism and accuracy to events' participants in order to give my contribution to the success of the whole event.

Finally, my Erasmus experience in Spain brought me to compare to different cultures and life-styles and learn how to manage difficult situations in a new context different from my country's one, especially in the university teaching method. In fact, Spanish university is more focused on practise rather than theory and gives more importance to the developing of group-based projects to exhibit to the class, allowing the student to practise teamwork, sense of compromise and collaboration. Furthermore, thanks to this experience abroad I increased my ability to adapt and my multicultural communication skills and I'm comfortable in an international working environment.

I have very good English skills, having studied it generally at school and university and more deeply during the periods spent at the EF School of Plymouth and Bristol; in addition I am currently attending an IELTS course at my University.

The reason why I would like to work for you is that I would like to apply what I studied and expand my skills in a real work environment in order to achieve a critical professional development; I'm really motivated to learn and to develop new skills.

I am very thankful for your attention.

Yours Sincerely

Simone Prandi