Application



Jan Nowak

Poplar Avenue 90

10247 Berlin

+91 142/ 345 678 09

J. nowakmail.com

Equipment

Cover letter

Resume

Testimonies

Group Black

Helga Baum

Alley of Cosmonauts 104

10258 Berlin

Berlin, 01.01.2020

**Application for a position**  **in Controlling**  **&**  **Finance**

Dear Mrs. Baum,

I see my professional perspective with you, the world leader in health and nutrition, and i would therefore like to take my opportunity to apply to you in the area of Finance & Controlling. I would be happy to work with you to shape the future – are you ready for it?

I am currently in the final phase of my Master's degree in Finance & Accounting at the Technical University in Berlin and am writing my Master's thesis on the topic "Application of Capital Market Models in SMEs: Pros and Cons". Already in my bachelor's degree, I dealt in more detail with pay-heavy topics in the corporate environment and dealt intensively with controlling as a measure for coordinating the company management.

During a semester abroad at the SGH Warsaw School of Economics in Poland, I was able to expand and consolidate my English and Polish vocabulary in addition to establishing international contacts. The handling of numbers and tables in any form has been in my blood since the first Math Olympics at school.

During my internship at the accounting firm PwC in Berlin, I intensified my Excel skills in the internal preparation and analysis of data sets and an additionalcourse "Table calculation for advanced users".

To compensate, whenever the time is, I enjoy nature, usually on an extensive mountain bike tour or on a hike through the mountains. So we have not only a love of numbers, but also a passion for health: a lot of exercise for a good body feeling as well as a balanced lifestyle are very important to me.

As a new team member, I am delighted to be able to enrich the Schwarz Group with my knowledge and skills in finance & controlling. I am always at your disposal for a personal interview.

Yours sincerely

Jan Nowak

|  |  |
| --- | --- |
| **To the person**  Name  Address  Phone  Email  Date of birth/place of birth | Office worker  Jan Nowak  Poplar Avenue 90  10247 Berlin  +91 142 345 678 09  j.nowak@mail.com  12.02.1997 in Viersen |
| **Education**  09/2018-present  09/2015–08/2018  09/2016–03/2017    08/2009–06/2015 | **Master of Finance & Accounting**  at the Technical University of Berlin  **Bachelor of Science** at the Technical University of Berlin   (Note: 1.6 | Bachelor-Thesis: "Controllingas a measure for the coordination of corporate management")  **Auslandssemester**  im 3. Semester BA-Studium an SGH Warsaw School of Economics (Polen)  **Max PlanckGymnasium**  in Berlin (Abiturgrade: 1,8) |
| **Practical experience**  01/2018-present    04/2016 – 06/2016 | **Working student at KPB**  **Bank**  in Berlin in the field of accounting   * HGB individual degrees; Support in accounting * Data Evaluations & Documentation   **Compulsory internship in the 2nd semester** BA-study at PwC Wirtschaftsprüfungsgesellschaft in Berlin   * internal preparation & analysis of data sets * Support in Accounts Payable & Accounts |
| **Knowledge & Skills**    Sprachen  EDV | German (mother tongue)  English (fluent in word and writing)  Polish (good knowledge)  Latin (Latinum)    MS Office |
| **Hobbies & Interests** | Mountain Biking, Hiking, Traveling |

Resume