

# 1 Sollicitatiebrief + CV

## 1.1 Sollicitatiebrief

Lot van Zwol  
Begijnenhoefstraat 32  
2360 OUD-TURNHOUT  
0032 485 177 234

the 12th of September 2013

Indupol International NV  
Hoge Mauw 380  
2370 ARENDONK

### **Application for the internship**

Dear Mr Jansen

In June 2014, I will finish the 6th form Marketing and Business at Heilig Grafinstituut. I have been assigned to an internship at your company for the period of the 14th October until the 25th October. The internship is a part of our thesis and most of the exercises in the thesis are about your business.

In school we have to work a lot with the computer. Because of this I can work fluently with the whole office package. Dutch is my native language. I also speak English, French and German.

Thanks to my job at a small restaurant, I am sociable. I take care for my horses, with the result that I am responsible. I am independent and I like to work.

I want to thank you for giving me the opportunity to work at your company and I hope I will learn a lot from this internship.

You can find more personal information in my Curriculum Vitae.

Kind regards

Lot van Zwol

Attachment: Curriculum Vitae

## 1.2 CV

### PERSONAL INFORMATION

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Lot van Zwol  
Begijnenhoefstraat 32  
2360 OUD-TURNHOUT  
Date and place of birth: 20th December 1996, Turnhout  
Nationality: Belgian  
0485 177 234  
lot@vanzwol.be

### EDUCATION

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Marketing and Business	2007-2014
Heilig Graf	
Patersstraat 28	
2300 TURNHOUT	

### WEAKNESS AND STRENGTHS

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- Sociable
- Motivated
- Independent

### LANGUAGE SKILLS

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Dutch	Native Language
Engels	Fluently writing and speaking fluently
German	Fair writing and speaking fair
French	Fair writing fair and good speaking

### COMPUTER SKILLS

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Excel	Fluently
Access	Fluently
PowerPoint	Fluently
Publisher	Fluently
Word	Fluently

### WORK EXPERIENCES

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| • Student job: servant<br>Pallierter<br>Grote Baan 199<br>2380 RAVELS | 2011-2012 |
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### REFERENCES

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L. Verlinden, teacher Dutch at the Heilig Graf	014 41 54 68
P. Huybreghts, owner Pallierter	014 71 63 22