

DIESE MUSTERBEWERBUNG ENTHÄLT:

- STELLENBESCHREIBUNG
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STELLENBESCHREIBUNG Beauty Care Advisor:

THIS POSITION OFFERS THE SUCCESSFUL APPLICANT TO JOIN ONE OF THE MOST FORWARD THINKING AND RAPIDLY GROWING HOUSING ASSOCIATIONS.

RESPONSIBILITIES:

TO PROVIDE PROFESSIONAL ADVICE TO MANAGERS AND STAFF WITHIN A GROUP TO ENSURE THAT THE COMPANY COMPLIES WITH ALL RELEVANT HEALTH AND SAFETY REQUIREMENTS. TO MONITOR THE IMPLEMENTATION AND OPERATIONS OF BEAUTY PROCEDURES.

DUTIES WILL INCLUDE:

PROVIDING ADVICE ABOUT CURRENT AND FORTHCOMING HEALTH AND SAFETY LEGISLATION, GUIDELINES AND BEST PRACTICE.

PROVIDING PROFESSIONAL SUPPORT FOR MANAGERS IN THEIR DAY TO DAY RESPONSIBILITIES FOR HEALTH AND SAFETY. IDENTIFYING, COMPILING AND DISTRIBUTING KEY BEAUTY INFORMATION AS AND WHEN NECESSARY. CO-ORDINATING, SERVICING AND PROVIDING REPORTS TO THE BEAUTY FORUM AND THE HEALTH AND SAFETY NETWORK.

CO-ORDINATING THE DEVELOPMENT, MAINTENANCE AND IMPROVEMENT OF BEAUTY POLICY, PROCEDURES AND SYSTEMS OF WORK.

RESPONSIBLE FOR MAINTAINING RECORDS OF INDIVIDUALS APPOINTED AS BEAUTY REPRESENTATIVES, FIRE OFFICERS AND FIRST AIDERS.

CANDIDATES MUST HAVE RECENT EXPERIENCE IN A SIMILAR POSITION, WHICH COULD HAVE BEEN IN A BROAD RANGE OF ENVIRONMENTS.

UP TO DATE KNOWLEDGE OF EXISTING AND IMPENDING RELEVANT LEGISLATION, WITH THE ABILITY TO INTERPRET AND PRIORITISE.

EXPERIENCE OF CONDUCTING BEAUTY AUDITS AND IMPLEMENTING AND MONITORING RECOMMENDATIONS. EXPERIENCE OF DEVELOPING AND IMPLEMENTING HEALTH AND SAFETY TRAINING PROGRAMMES. FAMILIARITY WITH ACCIDENT PREVENTION PROGRAMMES, ACCIDENT REPORTING AND STATISTICAL ANALYSIS.

EXPERIENCE OF LIAISING WITH HSE, EMERGENCY SERVICES AND OTHER EXTERNAL BODIES. NEBOSH DIPLOMA PREFERRED.

PETRA WEIDMÜLLER

Westerfeldstrasse 2
33 605 Bielefeld
Germany
e-Mail: p.weidmueller@t-online.de
Tel: (+49) 521-123 123

Beauty World Ltd.

Cosmetics Department Manager
Fenwicks
Springs Mall
TF1 6GA
Leeds
United Kingdom

May 4, 2002

Dear Cosmetics Department Manager,

The position announced in the Daily News for Miss Pretty Cosmetics Beauty Advisor appears to be the perfect opportunity to put together my background in cosmetology and sales. I would like to apply for this opening, and have enclosed my resume for your consideration.

Several items in your advertisement caught my attention. You indicated that you were looking for a person with a background in sales. I have been a sales associate with a local department store in the ladies department for a year, winning a sales award during the 1992 Christmas season.

You also wanted someone "with the spirit to motivate customers." For my entire school career, I was a dancer, and spent my sixth form year as the head dancer. Finally, you desired someone with experience in cosmetics. I just completed a six-month course in cosmetology. It appears as though we have a match!

I would like to meet with you in person to further discuss how I can fill the position of Miss Pretty Cosmetics Beauty Advisor for Fenwicks Department Store. I look forward to hearing from you. Thank you.

Respectfully,

Petra Weidmüller

Enclosure: CV

PETRA WEIDMÜLLER

Westerfeldstrasse 2
33 605 Bielefeld
Germany
e-Mail: p.weidmueller@t-online.de
Tel: (+49) 521-123 123

Objective: **Beauty Care Advisor**

Education: **Fleming's School of Cosmetology** **Bielefeld**
Certificate of Completion 2001

Bielefelder Waldgymnasium **Bielefeld**
GCSE 1999
Maths C, English C
Art B, French D

Experience: **Klöppers Department Store** **Bielefeld**
Sales Assistant 1992 to Present

- Aid customers in selecting ladies' apparel and accessories.
- Determine customers' needs and desires through effective interpersonal communication.
- Greet all customers as they enter department, thereby providing an additional method of security and inventory control.
- Assist with annual and semi-annual inventories.
- Won award for most complete outfits (clothing and accessories) sold during Christmas season.

Activities & Awards:

- Performed role of "Lisa" in "Sound of Music" in county competition, 1991.
- President of Beauty Business Leaders of Germany, 2000.
- Head dancer, 1997.
- Member of dance company, 1994-1997.
- Dance team member, 1990-1995.

References: Available upon request

PETRA WEIDMÜLLER

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Beauty World Ltd.

Helen Sixsmith
Fenwicks
Springs Mall
TF1 6GA
Leeds
United Kingdom

May 4, 2002

Dear Helen Sixsmith,

Thank you for interviewing me at **Beauty World Ltd.** I was impressed with the company and the type of services and products the corporation provides.

Your comments gave me a good understanding of the business and your expectations for the employee you are seeking. I am confident that my background and experience in cosmetic and my ability to care for beauty in detail could be useful to **Beauty World Ltd.**

If you were to offer me this position, I believe that I could provide services that would meet the high standards of your corporation.

I look forward to talking again with you soon.

Very truly yours,

Petra Weidmüller