
Unsolicited Job Application

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To whom it may concern,

I am a skilled communicator with four years of work experience from an embassy in Denmark. I have a master's degree and am fluent in written and spoken English.

I am looking for job opportunities, so I would be grateful if you would take a look at my qualifications below.

Work experience from an embassy and experience as an expat

I have worked at The Embassy of The Republic of Turkey for four years and lived in the United States and England. I have an international outlook and understand the diplomacy of working in a politically driven organization.

Excellent English skills

I scored 117 of 120 points in the internationally recognized TOEFL test, got a grade of 13 in English medieval literature, and straight A's during my semester in the USA. I have worked in England and at an English speaking embassy where I did Danish-English and English-Danish translations. I also did my M.A. in English.

Great at IT

I master Microsoft Office. I have studied online marketing out of personal interest. I build websites and constantly seek to improve my skills in that area. I use social media for promotion, I schedule updates and monitor their effect.

Lots of initiative

I created the website, email list as well as print and online newsletter for a student organization. At McDonald's I created and introduced a better resource management system. I run Denmark's best [portal](#) for American college football. I regularly take university classes at Coursera to learn more about various topics.

I approach tasks with curiosity and enthusiasm. My former office colleagues from the Embassy of The Republic of Turkey emphasize the quality of my work as well as my sense of humor when [they recommend me](#). My last boss, The Turkish Ambassador to Denmark, also gives me his [warmest recommendations](#). I can work with anyone as illustrated in my broad background and the recommendations I have received.

I hope you will keep this application in mind should a job opportunity arise.

Best regards

Mads Jensen



Curriculum vitae

PROFIL

M.A. with a broad background from both private and public, paid and volunteer positions. I work hard and efficiently. I am good at connecting the dots. I am curious and constantly seek to improve my skills and learn new ones. I think creatively and always try to optimize processes. I make it a priority to always be a great colleague.

SELECTED PROFESSIONAL EXPERIENCE

- 2014 - 2015 Writer and analyst, Tipsbladet (freelance)
- Going over statistics
 - Finding interesting match-ups
 - Find the best bets and writing about them
 - Result: Better skills at presenting hard data in an easy-to-read language
- 2010 – 2014 Communication Assistant, The Embassy of the Republic of Turkey in Denmark
- Writing and researching for reports a wide range of topics
 - Coordination of assignments
 - Media monitoring
 - English-speaking workplace
 - Result: Lots of experience with research and transforming it into concise reports
- 1999 – 2000 Quality Control and Local IT Support, Carlson Wagonlit Travel, Aalborg Airport
- Making sure products live up to company standards
 - Installing and maintaining IT systems
 - Supporting local employees with IT issues
 - Result: Passion for IT and understanding IT systems
- 1998 Laboratory Assistant, Frejlev Cementstøberi
- Testing concrete and cement products
 - Processing test data and analyzing it
 - Making sure products comply with relevant standards
 - Result: Understanding of the importance of standards and complying with them.
Experience with data processing

SELECTED VOLUNTEER EXPERIENCE

- 2015-present Editor-in-Chief, art director and all other roles at [The Read Option](#)
- I do research and write features
 - Does analyses
 - Web design and site promotion
 - Result: More overview because I handle every step of the process



- 2014 Writer and analyst, Gul klud
- Media monitoring
 - Easy-to-read content
 - Content management
 - Research for articles
 - Result: Skills in writing in an easy-to-read language
- 2008 – 2009 Editor and Content Manager, Danish Student Association for American Studies
- English-speaking editorial office, website, and newsletter
 - Creating and maintaining website
 - Editor at newsletter. Planning contributions, proofreading, layout. Newsletter was created on my initiative.
 - Co-planner on several major events – panel discussions with invited speakers, guest lectures and more.
 - Result: Improved organizing skills. Watched my initiatives become reality. Experience with planning the editorial process.

EDUCATION

- 2012 M.A. in American Studies, University of Southern Denmark
- Lectures and assignments in English
 - Interdisciplinary program. Program created to give candidates solid analytical skills and superior overview.
 - Result: Great skills at keeping connecting different types of information and finding the overarching story.
- 2008 B.A. in Philosophy and English, University of Southern Denmark
- Intense work to understand abstract ideas
 - English part was with lectures and assignments in English
 - Result: Excellent analytical skills

EXPERIENCE FROM ABROAD

- 2009 Semester at The University of Alabama, USA
- Cultural understanding
 - Massive amounts to read and write
 - Planned the semester myself and thus learned about transatlantic coordination
 - Result: Vastly improved planning and organizing skills
- 1999 Porter, Thistle Hotel St. Albans, St. Albans, England
- Cultural understanding
 - Result: Understanding of the British way of life. Networking with expats.

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OTHER COURSES

- 2015 Introduction to Marketing, 4 weeks
- Course offered by The Wharton School at The University of Pennsylvania
 - Introduction to key aspects of marketing
 - Result: Overview of the marketing profession
- 2015 Introduction to Communication Science, 6 weeks
- Course offered by The University of Amsterdam
 - Historic overview of communication science
 - Result: Theoretical understanding of communication science
- 2015 The American South, Its Music, Stories and Art, 6 weeks
- Course offered by University of North Carolina at Chapel Hill
 - I love the American South. This was an opportunity to learn even more about it.
 - Result: Even more knowledge of one of my core areas of expertise
- 2013 Google AdWords Fundamentals
- Introduction to AdWords
 - Result: Better knowledge of AdWords.

LANGUAGES

Danish	Full professional proficiency
English	Native proficiency (TOEFL test diploma)
German, Swedish, Norwegian	Elementary proficiency

IT

Social media	Use and study all social media platforms
Office	Full proficiency
CMS	Solid experience and eager to learn more
AdWords	Fundamentals diploma and experience with Analytics
Web	Coding away and adding CSS and Javascript to my html knowledge

REFERENCES

I have all references, diplomas and recommendations as well as a number of writing samples readily available at my website, madscommunication.dk.

PERSONAL

I am 36 years old and live in Nørrebro in Copenhagen with my girlfriend, Maja, and our daughter, Caroline. I follow and discuss current events and politics with friends and online. I listen to music and read fiction and non-fiction books. In the fall I am very preoccupied with American college football which I got hooked on during my semester in Alabama. And I have picked up running in 2015. I have run a half marathon and plan to double the distance next year.