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80987 München
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Mr Markus Meier
Real Data GmbH
Bergstraße 15
70123 Stuttgart

28 August 2003

Dear Mr. Meier

Thank you very much for the friendly and informative telephone conversation that we had yesterday. Your description of the Linux Project that has to be realized within your company has increased my interest in being considered for a position with Real Data and I would like to apply for the position of Database Programmer / Database Developer which appeared in the Stuttgarter Nachrichten on 25th of August 2003.

I am a qualified computer scientist (Diplom-Informatiker). For eight years I have been successfully working as Database Programmer/Database Developer. Through this work I have been able to gain extensive practical experience in designing complex databases and linking them with different Internet portals. I possess strong professional EDP and programming skills. I have an excellent command of the following programming languages: MySQL, Java, JavaScript, C, C++, HTML und Visual Basic for Applications. I have designed complex databases both for private and public clients. While accomplishing these tasks, I had to put together more than 100.000 records and keep them ready for being recalled according to certain criteria.

My ability to quickly understand and evaluate ongoing developments enables me to analyse and interpret complex information within a short space of time and take quick and effective decisions. Moreover, I offer a powerful combination of analytical and diagnostic skills that makes it possible for me to find most efficient solutions while designing different databases. In my opinion cooperative working in a committed team plays a decisive role in the successful realization of any project.

My stay in the USA has given me increased opportunity to develop my intercultural competence. I am sure I could make good use of it working within Real Data international team.

I am confident that the combination of my knowledge and experience would be a valuable asset to your company. I would appreciate the opportunity to discuss the advertised position in a personal interview with you in more detail.

Yours sincerely,

(Your handwritten signature)

Volker Vorlage

CURRICULUM VITAE

Volker Vorlage
Karl-Valentin-Str. 20
80987 Munich
Tel.: 089-98 76 543
E-mail: Volker.vor@web.de

Personal Details

Date of Birth: 21 March 1970
Place of Birth: Hanover
Marital Status: married

Work Experience

- Aug 00 - present **DV Development GmbH**, Munich
Database Programmer
- designing databases applying MySQL for the use within Linux/Unix operating systems
 - linking databases with different Internet portals via C, C++ und Java
 - advising and instructing new customers on actual DP developments
 - customizing existing database solutions
- Mar 98 – Jul 00 **DataSys AG**, Palo Alto (USA)
Software Developer und Programmer
- provided e-Commerce solutions for major clients, mainly Internet order centres
 - developed more reliable account software for paying with credit cards in Internet using C++ und Java
 - designed Web pages using Java, JavaScript und HTML
- Sep 95 - Feb 98 **Softhaus GmbH** , Munich
Database Programmer
- designed complex databases using Oracle, C und Visual Basic for Applications
 - developed database solutions by arrangements with the clients
 - presented progress reports to clients and company management

Higher Education

- Apr 93 – Aug 95 **Technical University**, Munich
Course of Studies: Computer Science
Degree Awarded: Diplom-Informatiker - qualified computer scientist - (Grade: A-)
- Title of Degree Dissertation:
„Designing Input and Query Forms for Complex Databases“
- Oct 90 – Mar 93 **University of Regensburg**
Course of Studies: Computer Science
Degree Awarded: Vordiploma

Training

- Jun 02 - Jul 02 **PSI AG**, Munich
Postgraduate course on „Applying MySQL for Designing Databases for the Use within Linux/Unix operating systems“
- Nov 00 - Feb 01 **IT Academy Munich GmbH**
 - designing Oracle Databases
 - project planning by designing complex databases
- Jun 97 **Centre for Continued Education**, Technical University, Munich
Crash course on „Designing Access-Databases with Visual Basic for Applications“

Internships

- Aug 94 - Aug 95 **Technical University**, Munich
Computer centre
Assistant
 - set up the work of network computers
 - helped PC-users in the centre
- Jul 92 - Oct 92 **Software Beratungshaus GmbH**, Regensburg
Trainee
 - designed applications with Visual Basic for Applications und Delphi
 - updated databases

Military Service

Jul 1989 – Sep 1990 Radio operator at a radio unit in Bad Pyrmont

School Education

- Sep 86 - Jun 89 **Konrad Adenauer Gymnasium**, Hanover
University Entrance Qualifications (Overall result - 1,6)
- Sep 80 - Aug 86 **Umland Realschule (Junior High School)**, Hanover
Intermediate High School Certificate
- Sep 76 - Jul 80 **Grundschule (Primary School)**, Hanover

Additional Skills

EDP	Programming languages: C, C++, MySQL, Java, JavaScript, HTML, Visual Basic for Applications, Basic, Delphi Operating systems: Windows 98/2000/NT/XP, Linux, Unix Office-Programmes: Word, Excel, Access, PowerPoint Graphic tools: Corel Draw, Illustrator, PhotoShop Internet, E-mail
Languages	English / American - fluent French – working knowledge Spanish – good
Driving Licence	Full German driving licence

Voluntary Work

Mar 01 – present	Vice Chairman of Chess Club 64 in Munich
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Personal Interests

Sport:	Chess, basketball, skiing
Culture:	Jazz, computer art
Miscellaneous:	Playing the piano