

Hello LinkedIn community,

I hope this post finds you all well. My name is Nataliia, and I am Ukrainian who relocated to Denmark with my 14-years old son one year ago. I am reaching out to share that I am actively searching for new job opportunities. As a highly motivated and experienced professional, I am excited to take the next step in my career journey.

I am an educated lawyer and have more than 15 years of experience in civil service, work with contracts, organization events and project management. I am fluent in English and have been actively learning Danish to integrate seamlessly into the local society.

I am particularly passionate about administrative, organization jobs and work with projects. I am confident in my ability to contribute effectively and drive success in these areas.

In addition to my professional experience, I prioritize a well-organized and structured work environment, confidentiality, reliability and maintaining an optimistic and constructive mindset. Collaboration and teamwork are values that I hold dear. I believe in fostering positive working relationships, supporting my colleagues, and contributing to a harmonious and productive team environment. I have a strong desire to continuously learn and grow professionally. I actively seek opportunities to enhance my skills, stay updated with industry trends, and adopt new technologies or tools that can improve my administrative capabilities.

I am open to various opportunities, whether it's a full-time, part-time, or contract position.

If you know of any openings or have any leads, I would greatly appreciate your support or any introductions. Please feel free to connect with me or reach out directly via LinkedIn messaging or email at [nshapoval.mail@gmail.com](mailto:nshapoval.mail@gmail.com)

I have attached my resume for your review, which provides more detailed information about my professional experience and qualifications.

Thank you for your time and consideration.

Dear Hiring Manager,

I am writing to express my interest in the Management Assistant position at NNE company.

My name is Nataliia, and I am Ukrainian who relocated to Denmark one year ago. I am an educated lawyer and have more than 15 years of experience in civil service and a strong track record of work with contracts, organization events and project management. I am a reliable and responsible individual who is comfortable working independently and collaboratively. I am fluent in English and have been actively learning Danish to integrate seamlessly into the local environment. I believe my international perspective, combined with my passion for organizing and executing successful events, experience and a lot of positive energy will enable me to bring fresh ideas and a diverse skill set to your organization. As

someone who has recently settled in Denmark, I am eager to contribute my skills and adapt to the Danish work culture.

I was interested in your company's field of activity because pharma engineering continues to evolve and the future holds exciting possibilities with personalized medicine, biopharmaceuticals, advanced manufacturing technologies, digitalization, sustainability etc.

I share the value of corporate social responsibility in your company, which demonstrates a commitment to making a positive impact on the environment, supporting social causes, and financial sustainability.

Thank you for considering my application. I have attached my resume for your review, which provides additional details on my experience and achievements. I would welcome the opportunity to discuss how my skills can benefit your organization in further detail. Please feel free to contact me at your convenience.

Thank you for your time and consideration.

Sincerely,

Nataliia Shapoval

I do have a great experience of effective networking which includes a range of activities, such as attending conferences and events (international and local), participating in online forums and social media groups, reaching out to individuals, and staying in touch with contacts through regular

communication. It provides a range of benefits, such as: access to new opportunities, gaining valuable insights and knowledge, building relationships with colleagues etc. It's important to be authentic and genuine in interactions with others. I always try to build relationships based on shared interests and values, focus on providing value to others rather than just trying to promote my own interests. I am always open to new opportunities and collaborations.

During the last 5 years I had a lot of training abroad and in Ukraine as well. It gave me the possibility to establish many contacts with people from different countries. We are still keep in touch. I would like to share one story from my life which can be a great example of networking. So, when the war started in my native country in 2022, I got a message from one girl. Her name is Victoria. We met with her at the Youth NATO Forum in Tallinn. She is from Russia, but she lives in Denmark. She was very upset about this situation in Ukraine. Victoria offered to move to Denmark and promised to support me and my family here. At that time I was not sure that I need to go abroad but every day the situation was worse and worse. So, we decided to leave the country with my son. Five families of my friends and relatives joined us. We were 22 people! When we came to Copenhagen, Victoria and her friends and colleagues helped us here a lot! She works at Bain Company which locates at the same building as Canadian Embassy. Her colleagues gave us there flats and houses for living, they collected clothes and food, helped us to apply documents etc. I didn't think that a simple meeting at the forum could be so decisive in my life! That's why I think this story is a perfect example about communication and networking.