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At prospective customers from the areas:

- Information & documentation.
- Multimedia.
- PR / (on-line -) marketing.
- Publishing trade.
- Project management.

Application for a job in the fields of information research and media/public relations.

Dear Sir or Madam !

I have studied german language, history and political science with the degree of a Magister Artium (M.A.). After finishing university, I am searching for a job in the subjects of communication and media for a practical improvement. Preferably within an investigating scientific activity. Therefore I am particularly interested in a formation in the career profile of a scientific documentary or an information broker in the field of information research, and, in addition, in further career profiles in the sector of information management or PR. Also in the areas (on-line ones -) of marketing, the project management, the publishing trade and various IT applications and languages I trained myself further continuously.

After I inquired with the IID potsdam about instructional contents of the structure study to the scientific documentary, my autodidactical studies were forced within these areas. These studies come to meet also the IT and PR qualifications. I trained myself further both theoretically and by means of practical applications with extreme energy and motivation in this direction. Particularly in handling the computer-assisted tools (Webdesign, data bases and retrieval languages (SQL, GOLEM, DIALOG), other application programs etc..) and other requirements outside of my studied specialist areas (e.g. BWL, theoretical know-how of the information science etc.) I gained further experiences. Practical and theoretical knowledge in handling informations, texts and the creation of publications is available. Apart from independent planning, drawing up and handling of publications, I besides already correction work executed (vocationally: correction of artworks for software programs in the Gerling company; privately: numerous corrections of diploma and further skilled works of third people).

In this area I also have completed a practical course in the information and documentation area of the federal state parliament North-Rhine/ Westphalia by Mr.Dr.Gärtner. While this time I have trained my abilities in this professional sector of information management. Besides I have made the documentation for the book "Konflikt und Konsens. 50 Jahre Landesverfassung Nordrhein-Westfalen.", that was published in April 2000. You can check that by looking at the imprint, where I am listed by name and occupation. A copy of the practical course certificate and the imprint can be requested (see appendix).

I can proof this with my scientific Magister work „The literary and essayistic discussion about the mass society in the Weimarer Republik“, which was written by Professor Kleinschmidt at the University of Cologne. The combination of my academic subjects gives a view over my general education in historical and contemporary regard. Take also a look at my above average school or university reports and my even above average working references (see enclosures).

I have very global PC (Microsoft Office, in addition, Star, Corel and Lotus) and English knowledges. Within these areas I have still another special motivation for the further training of this knowledges, which is even excel my already existing general motivation for scientific improvement. So, apart from my activities in the federal state parliament of North-Rhine/ Westphalia and at the Gerling company, I have invested a majority of my time into the information abilities to Webdesign (HTML, WML, XML etc.), as well as the planning and creation of my web operational readiness level.

A planned practical course for the PR /Marketing area in enterprise communication of the Gerling company did not come off unfortunately at short notice nevertheless. But I operated there from June 19th to Octobre 13th 2000, in the department data processing support (copy of the reference on request). This practical experience trained my abilities in the areas of the work on projects and project management, the creation and publication of publications as well as in various IT applications. The main project of this activity existed, apart from other functions, in the drawing up of a documentation to the company-owned software in the area of private risk management, which shall help users as conventional manual and as an on-line assistance in the HTML format. To this area and other topics I have already absolved training courses at June 19th and 20th ,2000 (electronic data dispatch away, private risk management software). Besides I operated also with MS Office applications in this work period (particularly Excel and ACCESS). These practical experiences associate thus with the activities of many years in the statistics and, quite particularly, within the file area of the Gerling company.

You can examine my knowledge into that specified areas on the basis of the practical work at my own homepage in the internet (see address in the header). There one can reconstruct my theoretical know-how at contents of the individual pages, although the character of a website cannot be detailed naturally. By this entrance one can very probably make oneself an overview of the available knowledge and commitment. A listing of my IT knowledge is available in the network likewise for the Download.

My personality is calm and balanced. I can operate independently, but also, in addition, as member of a team, what I can occupy with my faible for crew kinds of sport. Likewise organizational ability, self-discipline, diligence and a very good general education are certified by other people. These characteristics were even acknowledged in my certifications.

I am awaiting further requests for informations about my person, which I am gladly will be answering immediatly.

Yours sincerely,

Hans-Dieter Lützenburger.

Enclosures:

Curriculum vitae (also available as pdf-file for downloading)

Magister report, Magister diploma (copies on request)

High school report (copy on request)

German army reference (copy on request)

Gerling insurance company file area reference(copy on request)

Gerling insurance company data processing support reference (copy on request)

Practical course certification from the federal state parliament North-Rhine/ Westphalia (copy on request)

Imprint for the book "Konflikt und Konsens. 50 Jahre Landesverfassung Nordrhein-Westfalen."
(copy on request)

Paper with a listing of my special knowledges in computer science (also available as pdf-file for downloading)