**Joe Bloggs, 15 That Street, Thistown, XY99 9XP** **joebloggs@gmail.com** **07777 888999**

I'm planning a business degree, either part-time through an apprenticeship or on a full-time course. My aim is to go into finance. An online business summer school showed me what a vast and varied world this is. During my work experience, I saw how different jobs fit together in a finance department and how a company plans its finances and runs its business systems in the short, medium and long term. My part-time job at Big Stores gives me practical experience in a small branch of a large organisation.

Education and Qualifications

**Thistown Central Academy - A-levels (2022)**

Business A, Maths B, Computer Science B

**GCSEs - Grades 9-4 (2020)**

English Language, French, Spanish, PE, Art and Design, Computer Science, History, Maths, Combined Science

Employment and Work Experience

**Big Stores Minimart (2021 - present)**

Starting as a shelf stacker I progressed to till operator and am now a team leader. I contribute to:

I follow a staff shift pattern, including early mornings and lates, whicb means I make sure sure all areas are covered. I am responsible for the Security of premises, sometimes unlocking and locking up, including cash handling. My customer service skills are being honed, which includes complaints and returns. Finally, I monitor sell-by dates and minimise waste, reordering and stock control.

**Thistown Engineering Ltd, Finance Department (July 2021)**

Two weeks work experience in the finance department of a local SME:

* Helping with the migration of financial information across IT systems, using my IT skills
* Spending a day in different areas of the department, including shadowing the finance director.

**Thistown College Business and Finance Summer School (July 2022)**

Five-day online programme covering:

* Busines models, economic theory and concepts, marketing and business strategy
* Seminars with business leaders
* Group work presentation on a business case study.

**Year 13 Charity Rep on School Council (2021-2022)**

Working with reps from other year groups to organise the school’s charity fundraising. I was involved in:

* Getting suggestions from my year group about charities to support and which events to run.
* Planning events and organising volunters to help
* Being responsible for cash during events
* Reporting back to the Head after each event (what we learned, how would we do it next time).

**References available on request**