**Jordan Pillai**

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**Skills**

* Verbal communication skills developed while working at my current job with Sainsbury’s, explaining to customers the current situation and how issues can be resolved.
* Working well in a team demonstrated at Brunel university in the year one project which consisted of regular team meetings and constant communication with each other to reach the shared goal.
* Prompt and organised arriving to work and university approximately 5 minutes earlier to prepare myself. Furthermore, creating schedules on a weekly basis in order to plan what I must do, managing my time to meet deadlines.
* During my time of being group leader for the year one group project it helped me gain leadership skills. It comprised of many tasks for me which included setting up group meetings, checking up on my colleagues and checking over and submitting group work.
* My presentation skills have improved as I am more confident in speaking to an audience coming across clearly and concisely. This was exhibited in year 1 at Brunel as I had to present multiple times to my tutor and teachers.

**Education and Qualifications**

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| --- | --- |
| Brunel University Year 1;   * Level 1 Group Project Reflection – A- * Data and Information Assessment – B+ * Software Design – C- * Software Implementation Event – B- * Fundamental Programming Assessment – C+   Lampton School - 2013-2015: 3 A levels;   * I.T - A\* * Sociology - B * English Literature – D | Lampton School 2011-2013 GCSE;   * English Literature and Language - B, C * Maths – C * Science Core and Additional - C, C * Religious studies – C * Geography – C * Business Studies Double Award – B, C * German – C * History – D * IGCSE - C |

**Employment**

I currently work at Sainsbury’s superstore in Richmond as a general assistant in the online department. I have been given many responsibilities in order to make sure this department runs accordingly. I started off loading crates of shopping onto trolleys and then loading crates onto the delivery vans. I was given more duties to fulfil such as accepting customer payments through the system then issuing a receipt but also working on the shop floor. The roles I have been performing are essential in maintaining the reputation of this Sainsbury’s branch by conforming to a set of values in order to meet the required checks that take place every two weeks. Employment in retail has help me gained new skills that I can use at University and future employment.

**Work Experience**

Hounslow Town Primary School – IT Assistant

I have completed a week of work experience in the IT department of a primary school, Tasks involved were:

* sorting through multiple broken computer towers and laptops to find out what the issue was and if it could be resolved.
* I was then an assistant helping a year 4 class with new software that they were using. This was a good insight into how I could handle with the students and their issues. I had to use a lower level of vocabulary so that the students would understand what I was telling them.
* My mentor gave my partner and i the opportunity to go around the classrooms to try and answer the problems teachers had about specific software of operation of a system.

**Hobbies and Interests**

I love watching and participating in sports such as football, and athletics as I love running in short and long-distance races. I have been selected to compete in 2 cross country events and athletics tournaments previously in secondary school. I love travelling as I have travelled to various countries across many continents and will continue to do so, as I want to experience different types of foods and cultures.

**Cover Letter**

Jordan Pillai

46 Kingsley Avenue

17/10/2019

Dear Sir/Madam,

I am writing to apply for the Integration & System Validation Placement advertised on gradcracker.

I want to work for MBDA missile systems as the description of the role enticed me as well as the benefits. Your beliefs in having ‘different disciplines and backgrounds’ in the company is also very exciting to here as I am from a different ethnic background. Being able to communicate clearly through written English is a skill I obtain as well as enjoying being part of a team.

I would be a good fit for the placement scheme as I’m willing to work in different environments and I want to meet new people. I have done previous work experience at an IT department in a school gaining valuable skills such as communication and problem solving. I have been able to use these skills academically but also life outside of academics and I’m willing to learn new skills but improve my current ones.

My exam results fluctuate in terms of grades and I believe it is not a true representation of myself. They do not reflect my ambition and I hope you are able to see this in person.

I am excited by this role and I hope to hear from you.

Yours faithfully,

Jordan Pillai

**Gap Analysis**

* I could enhance my employment section by including more work experience. This would benefit my CV showing initiative and desire to learn.

- I could search for work part time to do over the weekends to help me gain more experience

* I could focus my interests more closely to what I am applying for.

- I could join societies or ask people in my course to see If they want to partake in activities related to our modules.

* One hard skill I need to improve on is my coding skills.

- What I could do is watch tutorials and set aside a few hours a week dedicated to using java eclipse to improve my coding.

* I should include more skills relating to computer science. For instance, my use of SPSS and SQL.
* Potentially add more skills like time management and adaptability
* Becoming more flexible and having the ability to adapt to different working conditions allowing me to work with different personalities which can help me incorporate different views and ways of thinking into my work.