**Michael Luke Shields**

**D.O.B:** 25/04/1999

British, Male

**Permanent address:** 71 Cheapside East, Rayleigh, Essex SS6 9JU

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**Summary**

* I am currently a BSc student studying Computer Science at Brunel University.
* I have a good understanding of **Java, Visual Basic** and **Eclipse** and a basic understanding of **Python** and **HTML.** These skills have enabled me to design and deliver various coding projects.
* I possess excellent computer skills including knowledge in all areas of Microsoft Office **Word, Excel, PowerPoint** and **Access.**
* I have a fundamental knowledge of **MySQL** and **SPSS,** which I use to set up, manage and query databases.
* I have a good understanding of **object-oriented programming, encapsulation** and traditional software development styles**.**
* I also have experience in using the different project methodologies such as **Agile** and **Waterfall.**
* I have a keen interest in building computers and programming software; I hope to develop my knowledge throughout further education and employment opportunities.
* I am competent communicating my ideas clearly, both verbally and written.
* I work well within a team as I have demonstrated key communication, leadership and innovative skills throughout sports events and academic presentations. Equally I am comfortable completing tasks on my own when necessary.
* I am a self-organised individual and found this to be a key aspect to meeting deadlines at University.
* I have a full driving license enabling me to travel to different sites if need be.

**Education**

**Sept 2019 – Present BSc Computer Science Year 2**

Brunel University, London

**Key Modules**

* **Networks and Operating Systems.**
* **Year 2 Group project.**
* **Graduate Development.**
* **Software Development and Management.**
* **Algorithms and their Applications.**
* **Usability Engineering.**

Module exams have not yet been taken.

**Sept 2018 – June 2019 BSs Computer Science Year 1**

Brunel University, London.

7 Modules A – D.

**Sept 2017 – June 2018 BSc Mathematics and Computer Science with Integrated Foundation:**

Brunel University, London.

6 ModulesA – D.

**Sept 2015 - June 2017 A level Physical Education (**C**), IT level 3 Diploma (**D\***), Business level 3 Diploma (**D\*).

The King John Sixth Form.

**Mar 2016 – Mar 2017 Advanced Apprenticeship in Sporting Excellence Pathway Two:**

Level 3 Certificate in Understanding Sports Performance.

Level 3 Certificate in Achieving Excellence in Sports Performance.

**Sept 2010 - June 2015 9 GCSEs** A - C (Including Maths and English).

The FitzWimarc Secondary School.

**Employment History**

**Sept 2016 – June 2017 Volunteer Work:**

Lead coach of the King John Secondary School hurdles team working towards district, county and national competitions.

**Achievements and Responsibilities:**

* Leading a diverse team with a range of ages.
* Further development of communication, organisation and time management skills.
* Growing confidence in leadership qualities.

**Dec 2014 Work Experience:**

Sales assistant at the Co-operative Supermarket.

**Achievements and Responsibilities:**

* Improvement of customer service skills.
* Increased reliability and punctuality.
* Organisation and replenishment of stock.
* Completing team objectives and goals.

**Hobbies & Interests**

**Sports**

* I have always been interested in rugby and athletics, however I have been focusing on my athletics career over the past 4 years.
* I have competed at various athletic events on multiple levels, which have included becoming county champion 3 years running, English Schools Champion and running for England in a school’s international competition in 2015.

**Technology**

* I enjoy working with technology including building or fixing computer systems, game consoles and retro cassette/stereo systems.

**References**

Available on request.

71 Cheapside East

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Essex

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Michael.shields6080@outlook.com

19/10/2019

HSBC

Birmingham

United Kingdom

Dear Sir/Madam,

I am currently studying for a computer science degree at the Brunel university and I am writing to you today to apply for the data analyst industrial placement role advertised online.

I have chosen to apply for this role not just because HSBC is one of the largest banking and financial organisation in the world, but also the company’s aim to be where the growth is, enabling businesses to thrive and economies to prosper. I also wish to be where the growth is enabling me to thrive and fulfil my hopes and ambitions and I believe this job will expand my knowledge and allow me to grow as an individual.

I am working towards my bachelor’s degree in computer science and along the way I have learnt many skills that will assist me in this role such as the data and information module I undertook which used SPSS and SQL. I have also got a maths background which would further help me with the data analyst role. My already pre-existing work experience within the banking world will also be helpful with this role.

Thank you for your time, I have included my CV with this letter, and I will follow up on my application in the near future.

Yours Faithfully,

Michael Shields

**Gap analysis**

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| --- | --- | --- |
| **Roles** | **Gap** | **Action** |
| Artificial Intelligence + machine learning intern | - Control engineering  - Machine learning content | Take courses and expand knowledge on machine learning and control engineering. |
| Software engineer | * C * C++ | Learn C and C++ by using pre-existing knowledge from other languages I know and learn the new/different concepts via courses online. |