

# FAKE NAME

Phone:  
email

ADDRESS

I'm a student studying Aerospace Engineering at the University of Manchester. I have work experience in the retail, catering, and commercial transport industry. I am honest, reliable and my past roles have required good timekeeping and a positive attitude in high pressure environments. My aim is to get relevant internship experience whilst I am at university so I can graduate with a greater understanding of the engineering industry and what companies look for in engineering graduates.

## EDUCATION

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### **School (2006-2010) – GCSE**

English – Grade C

Maths – Grade C

Additional Science – Grade C

Business Studies – Grade B

Catering – Grade C

Engineering Double Award – Grade B,C

### **College (2010-2012) – Level 2 NVQ**

Diploma in HGV Vehicle Maintenance & Repair

### **College (2014-2015) – Level 3 Access to HE**

Engineering Science – 9 Distinctions, 6 Merits

Physics – 15 Distinctions

Maths – 6 Distinctions, 9 Merits

### **University of Manchester (2015-Current) BEng/MEng**

Aerospace Engineering with a Foundation Year

## WORK EXPERIENCE

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### **Penventon Park Hotel (May 2009)**

I had 2 weeks work experience at the Penventon Park Hotel in Redruth, Cornwall. My primary role was an assistant kitchen porter and an assistant to the restaurant manager and the head chef. I carried out jobs including washing up, cleaning/tidying and basic food preparation. My secondary roles at this work placement were assisting the room housekeeping team, the reception, and the functions department.

### **NAME Commercials (June 2010 – June 2013) – Apprentice / Technician**

NAME Commercials is a commercial workshop that maintain and repair heavy goods vehicles. As an apprentice, I was tasked to: assist and learn from the senior technicians, to keep the workshop clean and tidy, and to carry out routine servicing and maintenance of customer vehicles. I attended College one day a week and I achieved a Level 2 NVQ certificate after 2 years of my apprenticeship. I was then promoted to a full time technician, my duties in this job were to continue to hone my skills as a vehicle technician and with this role came more responsibilities such as carrying out regular road safety inspections, servicing, maintenance and repair of customer vehicles.

### **NAME Commercials (June 2013 – August 2014) – Parts Manager**

I was offered and accepted a position in the office and reception as a parts and store manager. This role included everything to do with vehicle parts in the company. My duties were to manage the warehouse stock levels to make sure fast moving items were replaced when used, carry out customer sales/warranty issues, to source and locate parts required within a certain time frame at the best price, and to administrate and keep a record of all the parts coming in and out of the company to ensure an appropriate profit margin.

### **NAME Restaurant (August 2014 – December 2014) – Kitchen Porter**

Responsibilities included: loading and unloading an industrial dish washer, keeping the kitchen clean and tidy, assisting the head chef wherever required, and vegetable preparation.

### **NAME Spar Shop (November 2014 – September 2015) – Shop Assistant**

In this role I manned the tills at the front of the shop, handled money, and assisted customers wherever needed. I had to keep the shop clean and the shelves stocked with items from the stores.. For the last 3 months of this job I also assisted the owner of the shop with a morning paper round.

### **INTERESTS / OTHER**

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My hobbies include: playing the guitar, martial arts, kayaking, and badminton. I'm interested in the development of the UK Space industry and the progress of technology in renewable energy and bio-technology.

I am also on the Residents Association for NAME Student Residences at the University of Manchester. My role is Deputy Chair, this position includes: assisting the Chair oversee and manage the responsibilities of the residents association, organising events for the residents of the halls, ensuring proper procedures are taken with regards to administration and event planning, and assisting the "Raise and Give" branch of the University with charity fund raisers.

## REFERENCES

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TWO REFERENCES HERE, FROM THE SHOP AND THE COMMERCIAL GARAGE