

14 Any Avenue
Sheffield S4 2PP
11 January 2018

Mr Ian Walker
Systems Manager
ALS Computing
Leeds L1 1NL

Dear Mr Walker

Systems Designer – summer placement

I wish to apply for your summer placement as a Systems Designer, advertised on your website recently. As a penultimate year student in the Department of Computer Science at the University of Sheffield, I am confident I have the skills and abilities required to make a valuable contribution to your organisation while on such a placement.

As you can see from my attached CV, I am completing a BSc in Information Technology for Business, which includes developing technical specifications, systems design, exploring new technologies and programming in a variety of different languages. My course also includes an element of management and business strategy, which has taught me the importance of developing a comprehensive business plan and defining system requirements along with a realistic time-frame, prior to starting on the actual design.

I have already gained extensive work experience through completing a 'Year in Industry' placement where I worked as part of a team developing a quality management system to improve customer support. Once implemented this provided a rational, transparent sales audit trail which enhanced customer satisfaction. Additionally, I have undertaken projects throughout my course, supporting local organisations. For example, I am currently developing a system for the Broomhall Community which will streamline data input and match volunteers to local schemes and initiatives. These experiences have enabled me to develop broader ranging skills such as team working, communication and problem solving, which would be useful to your organisation.

Having researched a number of organisations, I am particularly attracted to ALS Computing because of the training and support on offer to staff. The quality of this support is clearly recognised via professional organisations, as I see from your website that it is accredited by both the British Computer Society and the Project Management Institute.

I understand that you are currently involved in a wide range of projects, so a placement with you would allow me to continue to develop my skills in systems design and other aspects of IT. I am also aware that you have just won a major prestigious contract to develop a new client support system for charitable trusts in Leeds and as I thoroughly enjoy volunteering at the Broomhall Community, am keen to gain further experience of working within this sector.

As a result of my enthusiasm, educational background, and previous work experience, I am sure that I can make a valid contribution to your organisation.

I look forward to discussing this further if I am invited to interview. Meanwhile, please do not hesitate to contact me if you require any further information.

Yours sincerely
Signature
Joanna Marcher

Joanna Marcher

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Sheffield S4 2PP

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Education and Qualifications

BSc Information Technology for Business – The University of Sheffield, 2016 - 2019

Expected 2.1. Broad range of subjects including Java programming, web and internet technologies, accounting, management and business strategy.

Awarded the Unipro Excellence Award for academic achievement in the 1st year.

A Levels - Newham School, Nottingham, 2013 - 2015

Geography (A), Mathematics (A), Chemistry (B), General Studies (C)

GCSEs - Silverhill School, Nottingham, 2007 - 2013

9 subjects including Mathematics (A), English (B) and Science (A)

Employment

Database Developer - Broomhall Community Project, Sheffield, Sept 2017 - present (part-time)

Voluntary work for four hours per week:

- Developing a database to manage the personal information and skills of volunteers, so that they can be matched to local schemes and initiatives.
- Training non-technical staff within the team to use the database and matching functionality.

Information Systems Assistant - Portal Services, Nottingham, 2016 & 2017 (summer vacation)

Based in the IT department but also worked closely with the Training Team:

- Designed a staff development database allowing staff to record their training requirements.
- Worked with a number of clients to re-design their websites using the latest web tools.
- Devised an online ordering system for one of their clients, using PHP.

Year in Industry Student - Waywards, Nottingham, July 2015 - June 2016

Experience gained in a number of departments including:

- Accounts – recorded sales and purchase orders using Sage Software and dealt with invoices and payments.
- Production – as part of a team, designed and set up an in-house quality management system to meet customer requirements for regular steel orders.
- Contracts – updated and improved spreadsheets to provide quotes for jobs.

Additional Work Experience

Bar Assistant - Frog and Whistle Pub, Sheffield, Oct 2016 - April 2017 (part-time)

Worked as part of a team to serve drinks and deliver a professional service to customers in a busy bar.

Waitress - Grosvenor Hotel, Nottingham, Dec 2016

Christmas party season waitress, involved working under pressure and to tight time schedules.

Skills

Leadership and Teamwork

- As captain of the Sheffield University Ladies Football Team, organise regular fixtures and select the team, identifying individuals' different strengths. Organise and run training twice a week to develop, support and motivate players.
- Currently work as part of a team within a community project in Broomhall, delivering IT services to unemployed adults. Meet regularly to review progress and assign tasks, taking into account our skills and interests. My current role within the team is to take a lead on database development and training.

Computing

- Through course and project work, have developed excellent working knowledge of Microsoft Office, Adobe (Dreamweaver, Photoshop, Premiere Pro) and WordPress. Extensive experience in designing web based databases using programming / scripting languages Java and PHP.
- Updated directories and files on a UNIX server whilst at Portal Services.

Communication

- Researching, disseminating information and writing up project reports requires strong communication skills. This year, have received average marks of 68% along with positive feedback about my accuracy and attention to detail.
- Liaised with client at Portal Services to understand their requirements before re-designing an online ordering system. Created an interactive user manual and provided training, which was praised by the client for its clarity and usefulness.

Problem Solving

- Studying for a technical degree which incorporates systems design, analysis and programming requires analytical, numerical and strong problem solving skills.
- Designing an interactive website as part of my course, to support car pool sharing amongst staff. Researched user requirements before developing a prototype to meet their needs.
- Currently developing a database for the Broomhill Community. Evaluated their existing database before proposing solutions that will significantly enhance functionality.

Interests and Activities

- Played football for the county, Nottingham Forest Ladies and currently for Sheffield University. In warmer weather I like to try out different water sports including windsurfing and sailing.
- Cooking is a passion and for the past two summers have helped voluntarily with the catering for 200 secondary school pupils (all with different tastes in food) on a local residential course, which was a significant challenge due to the numbers and the limited preparation time.
- Hold a full clean driving licence.

References

Ms Laura Machon, IT Manager
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