

Mr J P Smith  
Lewis's Fashion and Homewares Stores  
Smithdown Road  
Sheffield  
S13 9NT

6 Simon Road Sheffield  
S12 6DD  
Tel: 0114 468991 Mob:  
07023441960  
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Dear Mr Smith

17th May 2017

**Graduate Trainee Position – Purchasing Department (Ref: 0066242)**

Please find enclosed my CV for the above position which was advertised in 'The Guardian' newspaper on 16 May 2017.

I am a final year student at the University of Sheffield and expect to graduate in July 2017 with a 2:1 degree in English and French. As you will see from my CV, I already have some experience of the retail sector having worked in both Debenhams and Lakeland stores. I became interested in pursuing a career in the retail sector after these initial roles, but wanted to enter as a graduate trainee once I had broadened my horizons and further developed my skills through studying for a degree. I would like to progress my career within Lewis's as it will give me the opportunity to both work within fashion and homewares, but where I will also have the opportunity to deal with overseas suppliers directly. I understand that your main manufacturing facilities are in France and my language skills will therefore be a bonus in the role.

As you will see from my CV, I have experience of working effectively in teams both when completing projects at University and in my role as a senior sales assistant.

My communication skills are also highly developed from having to deal with customers in a retail environment as well as from giving presentations and taking part in debates at University. In addition, I also have very good organisational and time management skills, having worked in various administrative positions, and also undertaking my degree whilst caring for my family.

It is important to highlight that I am a skilful negotiator, often having to solve problems and bring people together to complete projects. I regularly take the lead role in teams on my course. In addition, throughout my children's schooling I have often organised social events and activities which have brought families together. For example, for the last five years I have organised summer days out for over twenty families at Sunwing Valley Country Park.

I feel that I can bring a great breadth of experience to your organisation, along with a mature but enthusiastic outlook.

I am available for interview at any time except on two examination dates (15 and 16 June 2017). I would like to take this opportunity to thank you for considering my application and I look forward to hearing from you in the near future.

Yours sincerely

*Signature*

B Laing (Ms)

# Barbara Laing

6 Simon Road, Sheffield S1X 6XX  
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## Education

### University of Sheffield (2:1 expected) 2013-2016

#### BA (Hons) English and French

- Core subjects in nineteenth and twentieth century literature
- Conducted independent research on the depiction of the French Resistance Movement in modern fiction

### Sheffield College of Further Education 2012-2014

- Access Certificate in Business: Level 3, Distinction
- GCSE-Mathematics A, Law and Society B, Media Studies C, Spanish B

### City College of Further Education, Nottingham 1998-1999

- GCE 'O' Level English Language B, French B, Sociology B
- GCE 'OA' Level Psychology A

### Additional skills

- ECDL – Distinction
- CLAIT – Computer Literacy and Information Technology 1 & 2

## Work Experience

Before embarking on the degree programme I spent a number of years bringing up my family. During this time, I worked in a variety of full time and part time situations in the retail, secretarial and administrative sectors. For example:

Debenhams, Nottingham - Senior Assistant 2007-2009

Lakeland Stores, Nottingham - Sales Assistant 2005-2007

The University of Nottingham - Admissions Assistant 2004-2005

The University of Nottingham - Clerical assistant p/t 2003-2004

- This experience provided me with a practical, adaptable and level headed approach to work.
- It gave me an insight into how different organisations function and how employees in varied situations co-operate with each other to maintain effective working relationships.
- Each role required attention to detail and the ability to communicate effectively with a wide variety of clients and customers.

## Skills Profile

**Confident communicator** - My written and verbal communication skills were improved through conducting individual presentations and interacting with individuals in seminars by discussing and debating current topics.

**Initiative** - Completing individual projects developed my ability to: take the initiative; to plan, organise and prioritise tasks; analyse information and effectively apply it; and keep to deadlines.

**Flexibility** - The need to balance study, family responsibilities and social life could only be managed through good time-management and self-discipline. This has given me the patience and ability to co-ordinate a variety of activities and commitments at the same time and to achieve effective results.

**Problem Solving** - Where difficulties arose it was necessary to work through the situation logically and, sometimes, negotiate on certain issues. This required patience, listening and being aware of the needs of others.

**Teamwork** - I worked effectively with others in completing numerous group projects at university. My lively personality, sociable disposition and positive attitude gave me the ability to mix well with a wide range of people of different ages and backgrounds and make a positive contribution to the groups. My experience as a Senior Sales Assistant enabled me to take control when required and ensure successful completion of the task.

**Commitment** - This is reflected in my ability and determination to complete a challenging degree programme to gain better future employment. My attitude to work is one of enthusiasm and motivation with the willingness and ability to learn fast in situations where needed.

## References

Dr. R Day  
Lecturer/Personal Tutor  
School of English, University of Sheffield  
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0114 222 3333

Mr V Langford  
Store Manager  
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Nottingham  
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0116 275631