

Jonathan Hart
27 Crookes Valley Road Crosspool
Sheffield
S10 2BP

Ms Jones, Manager
The Kings Arms
Coronation Street
Sheffield
S10 6BB

June 2017

Dear Ms Jones

I would like to apply for the job of part time Bar and Catering Assistant at the Kings Arms Sheffield, as advertised by the University of Sheffield Student Jobshop.

I am an enthusiastic 2nd year International Relations and Politics student interested in gaining some work experience during my time at university.

My previous part-time jobs with Bar One and Top Shop have provided me with extensive customer service skills required for this position. I am used to working in a busy environment and enjoy working under pressure.

I have experience of working as part of a team and have knowledge of basic food hygiene and of health and safety rules.

I am flexible and available to work weekends and evenings. I will be staying in Sheffield throughout the holidays.

Please find enclosed a copy of my CV and I hope to hear from you soon.

Yours sincerely

Jonathan Hart

Jonathan Hart

27 Crookes Valley Road
Sheffield S10 2BP

Mobile: 07900 000000
Email: Jonnyhart@xxxx.ac.uk

Education and Qualifications

University of Sheffield – International Relations and Politics, Sept 2014 –Present

I have successfully managed my time balancing my work load with a part time job. (2:1 expected),

Manor High School, Leeds, Sept 2007 – June 2014

A level: Maths (A), English (B), Politics (A) AS level Art (C)
9 GCSES (A-C) including English (A), Maths (A) and Science (B)

Work Experience

Bartender- Bar One- Sheffield, June - Sept 2016

Responsibilities included:

- Developed customer service skills by serving customers food and drink in a busy bar.
- Responsible for effectively dealing with customer complaints.
- Able to maintain energy levels and enthusiasm throughout a busy shift.

Sales Assistant- Top Shop- Leeds, Dec 2013 - Jan 2015

Working as a temporary sales assistant during the Christmas period and January sales. Responsibilities included:

- Assisting customers and providing advice on their purchases.
- Sourcing stock from other branches.
- Keeping the changing rooms clean and tidy.

Voluntary Work- June 2014

I volunteered for Football Unites Racism Divides (FURD) to deliver Streetkick, an inflatable football game, to different urban areas in Sheffield.

Responsibilities included:

- Organising friendly football games, whilst at the same time promoting anti-racism in football.
- Ensuring health and safety of participants.

Achievements and Interests

University of Sheffield Football Team - Sept 2014 -

Since joining the team, I have represented University of Sheffield in two successful Varsity competitions.

References

References available upon request