

36 Montgovern Road  
Carterknowle  
Sheffield S7 2EE  
18 September 2009

Mr Ian Walker  
ALS Computing  
3 Deans Court  
Birmingham B1 1NL

Dear Mr Walker

I am currently a penultimate year student in the Department of Computer Science at the University of Sheffield and I am writing to you about the possibility of undertaking a vacation placement during the summer of 2010 as a software engineer. I feel 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 currently studying for an MComp in Computer Science which includes elements of programming in a variety of different languages, creating technical specifications and instigating new technologies. As part of my course of study I have also undertaken real projects on behalf of local employers which ensure we recognise the importance of the practical application of our skills. You will see that I have experience of work as prior to starting university I completed a 'Year in Industry' placement and I am currently working voluntarily developing a database for a local community project. These experiences have enabled me to develop broader ranging skills which would be applicable in your organisation such as team working, communication and project management.

Having researched a number of organisations I am particularly attracted to ALS Computing because of the range of current projects your company is involved in and also 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 believe that a vacation placement with your company would provide me with the opportunity to gain invaluable experience across a number of different aspects of IT development.

As a result of my enthusiasm, educational background, and previous work experience I feel I can make a valid contribution to your organisation. I would be available for work from the beginning of July and will contact you again in two weeks, by which time I hope you will have had the opportunity to consider my application.

Yours sincerely  
Signature  
Joanna Marcher

## JOANNA MARCHER

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Carterknowle  
Sheffield S7 2EE

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### EDUCATION AND QUALIFICATIONS

2007 – 2011 University of Sheffield

MComp Artificial Intelligence and Computer Science - expected: 1st / 2:1

Course includes programming, databases, networks and the internet, accounting, marketing and economics.

Awarded the Unisys Excellence Award in the 1st year and came top of the year in my subject in both 1st and 2nd years.

2006 – 2007 Pinshore College Business School, Nottingham (as part of Year in Industry)

NEBS Management - Certificate in Management.

2006 Johnson College, Nottingham (as part of Year in Industry)

RSA Computer Literacy and Information Technology Stage 1.

2004 – 2006 Newham School, Nottingham – 'A' Levels

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

1998 – 2004 Silverhill School, Nottingham – 'GCSE'

9 subjects including Maths, English and Science (3 grade A\*, 3 grade A, 2 grade B, 1 grade C)

### EMPLOYMENT/WORK EXPERIENCE

2008 & 2009 (Summer vacation) Information Systems Assistant – Portal Services, Nottingham

(Summer vacation) Based in the IT department but also worked closely with the Training Team.

The post provided an opportunity to put theoretical learning into practice.

- 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 technology. Used MySQL on one particular project to design an online ordering system.

2009 (Part-time) Database Developer – Broomhall Community Project, Sheffield

Voluntary work for four hours per week. Designing a database recording the names, addresses and skills of participants. Training other staff within the team to use it.

2006 – 2007 Year in Industry Student – Waywards, Nottingham

Experience gained in a number of departments including:

- Accounts – Recorded sales and purchase orders onto the ledgers and dealt with invoices and payments.
- Production – Designed and set up the first phase of a computerised production control system and purchase order system for regular steel orders.
- Contracts – Updated and improved a spreadsheet that priced basic jobs.

2007 – 2008 Bar Assistant – Frog and Whistle Pub, Sheffield

General bar duties included dealing with customers, handling money and restocking the bar. Worked as part of a team to deliver a professional service to customers.

2004 – 2006 Waitress – Grosvenor House Hotel, Nottingham

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

## SKILLS

**Teamwork** – As vice-captain of Sheffield University Ladies football 1st team I have played a major role in organising and running the team. I help select the team each week and ensure that those playing turn up at the right place and time. Additionally, I work as part of a team to deliver I.T services to unemployed adults in Broomhall within a Community Project. My role within the team is to take a lead on database development.

**Computing** – During my degree and relevant work experience I have acquired a whole range of IT skills, many self-taught. For example, at Portal Services I taught myself MySQL in order to design the online ordering system for a client. My present bank of skills includes: excellent working knowledge of Microsoft Office, Macromedia Dreamweaver and the Internet, excellent knowledge of the programming / scripting languages Java, Perl, PHP, SQL and of Unix and Linux.

**Communication** – I have gained good communication skills during my course from giving presentations at seminars and participating in group work. At Portal Services I liaised with clients to re-design websites. I also designed an online ordering system for one particular client, wrote a user manual and provided key training to members of staff.

**Problem Solving** – Studying for a technical degree which incorporates systems design, analysis and programming requires analytical, numerical and problem solving skills. I first developed these skills during my Year in Industry placement at Waywards where I worked closely with staff to define their requirements and then designed a computerised purchase order system for regular steel orders.

## INTERESTS/ACTIVITIES

I have played football for county, Nottingham Forest Ladies and currently for Sheffield University. I have participated in numerous other sports at school, city or county level including cross-country, athletics, tennis, swimming, netball, and hockey. In warmer weather I like to try out different water sports including windsurfing and sailing. I also enjoy cooking and for the past two summers I have voluntarily helped with the catering for 200 secondary school pupils (all with different tastes in food) on a local residential course, which was a significant challenge.

I hold a full clean driving licence.

## REFERENCES

Mr K Machon  
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