

Name

Address

01234 900621 • 0113 000 0000 • name@mail.com

Driving Licence • Own Car

## Personal statement

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A recent business economics graduate with a 2:1 honours degree from the University of X, looking to secure a Graduate Commercial Analyst position or similar to utilise my current analytical skills and knowledge and also help me to further develop these skills in a practical and fast-paced environment.

My eventual career goal is to assume responsibility for the analysis and implementation of all commercial data and actively contribute to the overall success of any business I work for.

## Education

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### University Name

(2009 – 2012)

2:1 BSc. (Honours) Business Economics

#### Key Skills gained:

- A keen international commercial acumen through applying economic theories and case studies to economies across the world.
- Analytical and conceptual thinking, with a conscientious approach to managing workloads.
- Ability to handle, analyse and interpret complex data, before presenting it back based on the overall analysis made.
- Advanced problem solving and numeracy skills.
- Accomplished communication skills, both written and verbal, developed through numerous essays and presentations.
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and Powerpoint.

Notable Modules - Microeconomic & Macroeconomic Principles, International Economics, Econometric Methods & Applications, Financial Accounting & Statement Analysis

### College/School Name

(2007 – 2009)

#### A-levels:

- History – A
- Business Studies – A

- Mathematics – B

**School Name**

(2001 - 2007)

10 GCSEs, grade A-C including Maths and English

## Work Experience

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**Sales Assistant, Shop Name. Location**

(April 2012 – Present)

Key results:

- Achieved four out of five revenue targets, equating to over 150% against overall targets set during entire period of employment.
- Personally billed over £25,000 since starting position.
- Demonstrated resilience and ability to upsell products, consistently meeting KPIs set for adding more value to sales.
- Significantly improved negotiation skills, regularly converting customers from point of enquiry to sale, something which earned me Sales Assistant of the period during the month of June.

**Bartender, Bar Name. Location.**

(2010 – 2012)

Duties include:

- Serving customers in a polite and professional manner.
- Replenishing and restocking the bar, always ensuring high level of stock management efficiency.
- Helping train new team members in key competencies.
- Demonstrating an in-depth knowledge of key health and safety standards used within the industry.

## Hobbies & Interests

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I have a keen interest in photography. I was vice-president of the photography club during my time at university, and during this period I organised a number of very successful exhibitions and events both on and off campus.

I also play the piano to grade 8 standard.

## References

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References are available on request.