Name

Address
01234 900621 • 0113 000 0000 • name@mail.com
Driving Licence • Own Car

Personal statement

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

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

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

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

References are available on request.