Ben Wilson - Covering Letter

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I am currently working as a New Product Development and Sales apprentice for a company called H&A Prestige who are a contract bottling company. Within this company I am in control of checking all the dry goods such as labels, bottles and cases in order to make sure they can run smoothly and they are the customer expects. This has helped me to improve my eye for detail which I believe is essential for quantity surveying due to the fact that every aspect of the site has to be accounted for and nothing can be missed as this will make the cost disproportionate meaning the company will not create as big a margin as originally thought. Also I complete costing sheets for products meaning that I have to place a cost on the production and then propose this to the customer and see where we agree. I believe that this has ultimately improved my negotiating skills which is essential for quantity surveying due to the fact that in the job role negotiating contracts is a huge part of day to day life. Also I believe the fact that I have experience completing costings for customers is beneficial going into the quantity surveying line of work due to the fact it shows I understand how costings work and how key it is t ensure a large enough profit margin is made to ensure that the work is worthwhile completing and the company are in fact gaining something from completing this work.

I am also completing a part time foundation degree course in quantity surveying which is due to begin on the 22nd February lasting 6 months, this course is run through RICS. I have decided to enrol onto this course due to the fact that I believed it would provide me with the essential knowledge needed for joining the quantity surveying line of work. I believe it is also beneficial due to the fact that it provides me with an introduction into the modules covered in a full degree course which I would hopefully be completing within an apprenticeship in quantity surveying itself, so ultimately I am completing this course to ensure that I have the most solid of groundings and the most knowledge possible for joining the quantity surveying line of work. I am also willing to move away from home to achieve this role due to the fact that I believe sometimes this is the only way to achieve what you want and also this is due to the fact that I am fully motivated to gain a role within this industry.

Ben Wilson

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**Education and Qualifications**

I achieved all 10 of my GCSE’s at All Hallows Catholic High School and I studied at this school from 2010 through to 2015. I have completed my studies for A Levels at Cardinal Newman College which I attended from 2015 through to 2017.

**GCSE Results:** Mathematics- B English Language- B English Literature- B Geography- A Physical Education- A German- A Religious Education- B Biology- C Physics- C Chemistry- C

**A Level results:** - Media Studies - A Sport - B English Language - C

**Current Education-** I am completing a level 2 NVQ in business through competing my apprenticeship with H&A Prestige, this qualification is run by North Lancs Training Group.

I am also completing an part time online foundation degree course in quantity surveying which is run by RICS and will provide me with all the knowledge which a full time university student will gain from completing the same course.

**Work Experience**

**National Football Association-** I’m a qualified coach with this organisation and I used to regularly run a local under 11’s team with my Father.

**Lancashire Football Association-** I’m a qualified referee with this organisation, I normally referee younger age groups, this developed my communication skills due to the fact that when dealing with children I had to ensure that I was as clear as possible so they could understand. Also this allowed me to increase my decision making skills as sometimes in matches I was placed on the spot and had to ensure that I made the right decision and make sure that I was fair with the decision I came to.

**Booths Supermarket Longton. April 2016 to September 2017**

* Consistently provided friendly and knowledgeable customer service.
* Communicated openly and honestly with management team to ensure all promotional activities were well supported.
* Maintained high standards of customer service during high volume, fast paced operations.
* Follow all cash, security, inventory and employment policies and procedures to the letter.
* I have also spent time with the management team understanding the issues related to operating to a profitable level in an increasingly competitive market.
* Allocated Supervisor duties in the absence of the regular supervisor, which helped me to understand and develop my attention to detail, meeting deadlines, budget organisation, conflict resolution and enhanced my interpersonal skill.

**Current Employment**

**H&A Prestige Bottling, NPD and Sales Apprentice, September 2017 to date**

* Work alongside the sales team developing new products and putting them to line and ensuring that all the details are correct and satisfactory.
* Placed in charge of two projects where I have to devise a successful marketing strategy to ensure that the company make a substantial profit margin.
* Work on costings of items and ensure that the costings work for both the customer and the company so have gained valuable knowledge of budgeting in order to make profit.
* Gained good personable skills due to the fact that my role means I have to communicate with many people inside and out of the company in order to ensure everything runs to plan.
* Gained knowledge on programmes such as SAP and fully understand how this programme can be a benefit to any company.
* Also been able to gain experience in supply chain through having some time working with the warehouse team which was beneficial as it shows I can be adaptable to any roles.
* Completed a full food hygiene course whilst working here as well in January 2018 which highlights that I’m driven and want to gain the most out of the opportunities provided to myself.

 **Skills and Achievements**

Developed excellent customer service skills by working at Bamber Bridge Football Club and running the turnstiles at the venue.

Represented both South Ribble and Lancashire at under 16 level in football.

Spent time at both the Academies of Liverpool and Blackpool Football clubs where I was able to further my team working skills.

Play golf at Penwortham Golf club and currently have a handicap of 9. This slipped from 6 as was concentrating on studying for my A Levels.

Won the Lancashire Junior Golf cup when I was 16.

Hold a full driving license with no points and own my own car which gives me great flexibility not only with work but also socially. With me having my own car I am also not afraid to relocate for work as I believe that I may have to do this to achieve my career goal.

I won the Jack Cunningham Trophy at All Hallows High School for the best contribution to sport in my final year.

**Team Work**

I contributed highly to All Hallows football team and achieved manager’s player of the year two years running and I also contributed highly to the cricket team and was described as an inspiration to the younger players in the team, and an example of how to conduct oneself not only in sport but in life.

Mr Andrew Allison

Store Manager

Booths Longton

**Contact Information.**

Telephone 01772 613192

I currently work in the NPD team at H&A Prestige and I am able to display team work skills by always offering a helping hand to my colleagues and always being the one who is willing to take on more work if needed.

**Leisure Interests**

I like to keep myself fit and my family have recently installed some gym equipment into our home and I use this equipment very regularly to maintain my fitness levels.

We also have a new dog in the house and she needs regular exercise which I undertake every day, I feel as though this shows that I can commit to something and undertake responsibility and I think that these are both good skills to have in the workplace.

Mrs Alison Cooper

Deputy Head All Hallows Catholic High School

**Contact Information**

Telephone- 01772 746121

**References**