

Email davelincoln1987@hotmail.com

Address

11 Pearl Street
Middlesbrough
TS1 4DP

Phone 07792874947

Dear Sir/Madam

I am writing to enquire about the availability of job vacancies in your organisation. Please find enclosed my CV and letter of recommendation from one of my previous employers for your consideration.

I am currently studying (part time) for a Masters Degree in Visual and Web applications at the University of Teesside. Previously to this I gained 10 GCSE grades (A-C), a BTEC National Diploma for IT Practitioners (DDD, equivalent to AAA at A-Level) and a Bachelor of Arts Degree in Web Design (2:1).

My skills include XHTML, PHP, MySQL, ActionScript and CSS and I am always willing to learn new technologies. My online portfolio can be found at <http://www.halfdrawndesign.co.uk>.

Thanks for your time; I look forward to hearing from you,

Yours truly,

David Lincoln

Email davelincoln1987@hotmail.com

Address 11 Pearl Street
Middlesbrough
TS1 4DP

Phone 07792874947

David Lincoln

Personal Information Nationality: British

Age: 22

Education	1998 – 2003	Acle High School	Acle, Norfolk
	2003-2005	East Norfolk Sixth Form College	Gorleston
	Current	Teesside University	

Qualifications

	Grade
GCSE English	B
GCSE English Language	B
GCSE Maths	B
GCSE Science (Double Award)	BB
GCSE History	A
GCSE Business Studies	A
GCSE German	C
GCSE Technology	B
GCSE Music	C
AS Level Electronics	C
AS General Studies	C
OCR Certificate In Young Enterprise	-
European Computer Driving License	-
BTEC National Diploma For IT Practitioners	DDD
BA Web Design	2:1

Awards received Gold Award for my attendance in the East Norfolk Sixth Form College Enrichment Programme

Work experience Summer 2002 **Green Gardener** Brundall, Norwich

Admin Assistant

Use company systems to process orders that have been taken by telephone.

September 2002 **Thomas Cook plc** Great Yarmouth

Travel Assistant

“Effectively use and answer telephones. Use travel agency technology systems, locate and use specific travel information from data sources available, prepare project work within a group as a member of the team.”

May 2003 – May 2005 **J Sainsbury's** Thorpe St Andrew, Norwich

Bakery Assistant

Serving customers, preparing food and cleaning.

April 2005-August 2005 **Lloyds No1 Bar** Riverside, Norwich

Bar Staff

General duties included serving drinks, attending tables, cleaning and handling money

March 2006 – January 2007 **Nandos** Middlesbrough

Griller

Cooking and preparing food, tending to customers, using the till and cleaning

July 2007 – September 2009 **The Southfield** Middlesbrough

Team Leader

Serving customers, preparing food, organising shifts, money handling (counting tills, carrying out cash checks, paying in money), making and receiving deliveries and leading team meetings.

September 2009 - Current **Somethinkelse** Newcastle

Web Designer

Producing standard compliant websites and managing all the web activities of the business. Skills acquired include XHTML, CSS, PHP, MySQL, and ActionScript.

References***Peter Oaks***

Pound Lane
Thorpe St Andrew
Norwich
Norfolk
NR7 0SR

01603 300023

Miss N Wilkinson (letter of recommendation included)

The Southfield
18 Southfield Road
Middlesbrough
Cleveland
TS1 3BZ

01642 210414

The Southfield
18 Southfield Road
Middlesbrough
TS13BZ

REFERENCE -- DAVE LINCOLN

Dave Lincoln has worked for the company in total for approximately 18 months. During this time, he has proven himself to be an outstanding member of the team who is valued greatly by the management and regarded as one of the key members of staff.

Dave has always demonstrated great leadership skills and has the ability to take control of a situation and motivate the staff around him. Not only is he an extremely efficient worker on the bar, he is an excellent example of someone who thrives in a customer facing role. His outgoing, friendly personality has made him very popular amongst customers and staff alike.

Dave always shows a great deal of initiative when working and requires little direction. However, when appointed tasks, he consistently goes above and beyond what is required of him to complete tasks to a high standard.

Dave has proven himself to be a trustworthy member of staff and was recently promoted to the 'team leader' position. This role not only entails supervising staff front of house and ensuring high standards are maintained in the manager's absence, it also involves cash handling, stock ordering and deliveries. Dave has also recently been gaining introductory knowledge of cost and stock control, employment budgets and financial targets. He has also been involved in training new staff and assisting management in staff meetings.

Dave is a member of staff we will be very sad to see leave the business. We wish him the best of luck for the future and would have no hesitation in recommending him to future employers.



Naomi Wilkinson