

JOHN SAMPLE

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EDUCATION

2016 – 2020 MA (Hons) Politics & International Relations University of Aberdeen (Expected 2:1)

Courses include: International Security, Concepts & Approaches in Politics & International Relations, Political Parties in Britain, Human Rights, Stability and Change in Foreign Policy, Political Communication.

Dissertation: "An analysis of how the media can influence the protection of human rights"

2011 – 2016 St John's Grammar, Glasgow

Highers: English (B), Modern Studies (B), Maths (B), Music (B), Geography (C)

Standard Grades: 7 at Credit Level including Maths, English and French

WORK EXPERIENCE

Sept 2019 – Present Office Assistant (Part-time), Constituency Office (Labour)

- Frequently communicating with constituents' enquiries in person, via email and by phone.
- Liaising with travel firms and Westminster to organise travel arrangements.
- Assisting the constituency team with research, compiling reports and minutes.
- Responding to press enquiries and drafting press releases in an effective manner and dealing with confidential enquiries in line with confidentiality policies.
- I am developing an awareness of how party politics works on the ground.

Summer 2018 & 2019 Camp Counsellor/Activities Instructor, BUNAC (Michawakee Camp)

- Frequently motivated students to get involved in activities and develop camp spirit.
- Communicated with students to help with enquiries and problems. Often dealt with sensitive issues.
- Lead groups of students on sailing activities and effectively communicated instructions.
- Organised activities for students, including sailing and hill walking.
- Worked within a team to ensure the smooth running of the camp.
- Provided 'First Aid' and responded to situations in line with Health & Safety standards.

Jan 2018 – May 2019 Bar Assistant, Revolution Bar & Restaurant

- Frequently communicated with customers and served drinks in a busy environment.
- Prepared cocktails for customers in line with the company's high standards. Received training on cocktail mixology.
- Ensured stock was rotated and replenished efficiently and in line with company policy.

POSITIONS OF RESPONSIBILITY

2019 – present Commodore, University of Aberdeen Sailing Club

As the elected Commodore for 2018-19 I am responsible for the entire club, including:

- Ensuring the committee are performing their duties, the day to day management of the club and liaising with the sports union to ensure we adhere to their policies
- Booking of mini-busses for training, events and any other needs.
- Calling and chairing monthly committee meetings and I am responsible for making the agenda available before the meeting.

Achievements of the club so far this year include running a busy trials session to select the racing team and recruiting and welcoming over 20 new members by organising and running a Freshers fair stall and running 'give it a go' sessions. Successful club activities organised so far include a trip to Helensburgh to compete in the Ceilidh Cup and a West Coast Cruise weekend from Largs to Tarbet. Weekly open sailing sessions have been well attended, particularly by newer members, so far this year.

WORK RELATED SKILLS

Communication: Excellent communication skills were essential within my role as Camp Counsellor with BUNAC. My confidence in conveying information effectively was increased through communicating with a variety of people including colleagues, students and parents on a regular basis. Written communication skills have been enhanced through writing articles for Gaudie. This has also been demonstrated working in the Constituency Office dealing with enquiries via email and writing press releases.

Teamwork: My ability to work within a team has been developed throughout my involvement in sailing (essential for safety purposes and to sail competitively) and more recently in developing an effective committee to achieve our goals for this year. This was also developed in my role as Camp Counsellor where working as a team ensured activities were well organised and ran successfully.

Research: Research skills have been developed throughout my degree and within my role as a Gaudie contributor. Writing articles for the student newspaper involved researching topics to ensure key information was relayed to the reader. In addition, I am looking forward to developing my ability in this area through conducting a comprehensive literature review for my dissertation.

Organisation: Excellent organisation is vital within a busy constituency office, especially when responding to constituent enquiries quickly and efficiently. Organisation has also been enhanced through my role as Commodore of the Sailing Club and in writing articles for Gaudie when print deadlines had to be met. I always meet deadlines in both my academic and work life.

IT: Excellent IT skills have been gained throughout University and within my current position as a Constituency Office Assistant. I am a confident user of Word, Excel, PowerPoint and Outlook as well as the Internet.

INTERESTS & ACHIEVEMENTS

Politics & IR Society: I have been involved in the Politics & IR Society since starting University. During 2018-2019 I acted as the Committee Secretary. This involved co-ordinating committee meetings, communicating with Society members regarding Society updates, taking minutes and responding to letter and email queries.

Gaudie: I really enjoy writing and have published a number of articles as an independent contributor to the student newspaper, Gaudie, on a variety of topics. I have also worked as a reviewer for student events such as the Student Show and Torch Parade.

Sailing: Having been a keen sailor since school I am a qualified sailing instructor. This was utilised during my time working at a summer camp in America. I sail most weekends with the University Sailing Club and enjoy competing in regattas. As the current Commodore (captain), I am working towards the silver level of the University of Aberdeen STAR Award (Students Taking Active Roles). This has so far helped me to understand my strengths and weaknesses, set skills development goals for the coming year and reflect on the skills I am utilising and developing through my role. I will submit a portfolio of evidence, a reflective log and attend an interview to demonstrate my understanding of the skills and attributes I have developed throughout the year.

REFERENCES

Available upon request.