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Hardworking, with a keen eye for detail English Literature and Publishing joint Honour’s degree student, with a keen interest in enhancing my editorial skills. I am looking for a publishing internship with the opportunity to experience and possibly help both the marketing and editorial teams.

**Education:**

**September 2018- Present Bath Spa University**

Ba (Hons) English Literature and Publishing

Key modules:

* The Editor- This module helped refine my editorial skills and expand my knowledge of the publishing industry.
* The Book publishing industry- Here I learned about the different departments and the importance for an editor to have a positive relationship with them.
* Create Lab- I was tasked with creating a product that fit a brief in six hours. I learned about time efficiency and the importance of teamwork.

**September 2016- June 2018 Nottingham College: High Pavement Sixth Form**

A level: History-E English Literature-E English Language-E

As: History-C English Literature-D English Language-E

**National Church of England Academy September 2011- June 2016**

Nine GCSEs (grades A-C) including English Literature-C Maths-c Science-c

While here, I was a peer mentor (2014-2016). This meant that those pupils who were uncomfortable speaking to staff members about any issues they were having, could speak to me and I would advise them. I found this to be very rewarding as I got a first-hand account of how people overcame their struggles.

**Experience:**

**September 2019-Present Peer mentor at Bath Spa University, Voluntary**

* Actively supported first year students throughout the year.
* Attended a training session, in which I learned how to appropriately communicate with my mentees and who I needed to speak to if I had any concerns for their wellbeing.

**September 2019-Present Student Ambassador at Bath Spa University**

* Gave effective and appropriate information regarding student halls, as I showed my room.
* Worked in a team to co-ordinate open days.
* Informed housemates when I was showing my room to ensure their safety and that of the visitors.

**Skills and achievements:**

**August 2016- NCS**

* Contributed as part of a team in charity work and encouraged weaker members of the team to speak up.
* Delegated map reading skills to other members of the team whom I felt needed more support.

**Time management**

* As a working student I must be able to balance my studies with my other duties. This is something that I easily adapted to. I made a colour-coded week-by-week schedule and highlighted when any assignments where due. I always prioritised my studies.
* Whilst doing this, I kept in regular contact with my family every day. This motivated me to continue to perform to a high standard with my assignments.

**Communication**

* I have demonstrated effective letter writing skills by representing my parents to a secondary school. As a result, the school in question made several changes that were requested.
* During my peer mentor and student ambassador training I proved my verbal communication as a presentation was required.
* Effectively answered and encouraged questions on open days.

**Teamwork**

* Demonstrated leadership during NCS as I took charge of certain activities, such as discussing charities we wanted to support.
* As part of Create Lab module, teamwork was essential during some of the activities. I took an active role of both listener and speaker.

**Hobbies and interests**

I have a keen interest in History, especially the Royal family. As such, I often watch documentaries about them. I particularly enjoy learning about Queen Victoria and Henry Viii. I enjoy reading young adult novels as they often discuss issues which are relatable to most teenagers. I believe this is why many adults read this genre of books, as it gives the adults a chance to reflect to their own childhood. I also do some work for charity. I crocket small blankets for the neonatal units in hospitals as these children are often too small to fit into a ‘regular’ sized baby blanket. I also support Young Epilepsy and Autism Awareness.

 *References available on request*