

Jacob David John Rees

Email: jacob.rees1115@gmail.com

Phone Number: 07903832687

Dear Sir/Madam

I am writing to you in the hope that I could seek employment with you, I feel that I could fill the role you are holding, I have learned many skills and gained a lot of experience over the years, but allow me to introduce myself properly.

Hello, my name is Jacob Rees and I'm from the small valley town of Merthyr Tydfil (don't worry, I won't steal your car tyres). I am 23 years old and have a massive love of sculpting, writing stories and building sets. I am currently living in Cardiff and coming toward the end of my 3 year degree in StopMotion Animation, But to get to where I am was a long and difficult task.

I was diagnosed with Aspergers Syndrome when I was 12 years old, and I used to struggle a lot with social situations as the condition made me easily confused in certain predicaments, I struggled to come out of my comfort zone and even make eye contact so this lead to a lot of bullying while I was young. But I found comfort in sculpting when I was 12, my school took our class to a trip of the museum of science and animation in Bristol where I was amazed at how StopMotion Animation was created, that day I went hungry by spending my lunch money on a box of plasticine at the museum gift shop, and from there a craze was born for me.

I spent a lot of time sculpting characters and ideas until my desk was full of plasticine oddities! But the thought of StopMotion animation stuck in my head ever since, from that point I wanted to have a job involved with it, I had this new found passion for sculpting and I wanted to make the dream a reality.

Through High school I was dedicated to Art and worked very hard at it however I discovered a new found love for Design & Technology and love to build and create products and really put my hands to work using tools, I even still collect tools to this day!

After my experience with GCSEs to which I made my first full StopMotion animation as an FMP I moved on to A levels, I specialised in Art and D&T specifically focusing on sculpting, animation and product design. Once finishing school I felt that I wasn't ready for university just yet as I had never had a teacher who was experienced in animation or sculpting, so I enrolled into a Foundation degree in art to experience different forms of art and really know what I should specialise.

I spent my foundation at Coleg Y Cymoedd Nant Garw campus where I met so many new people and enjoyed every second of the course trying different classes in Textiles, illustration, fine art, graphic design and photography but the two I specialised and focused on the most were Animation of course and 3D where I could really express myself and show off the skills I already knew as well as learning so much more and really stepping out of my comfort zone.

The foundation degree was a success as I walked away with a distinction and I had received an unconditional offer from my first choice of university, the University of South Wales (Atrium Cardiff Campus) where I started my degree in StopMotion Animation, I finally made it to university and could start to study the subject I love properly!

Throughout my degree I worked in a few StopMotion projects as well as focusing on my sculpting! But halfway through my second year I felt something different, I didn't have a passion for animating as I did with sculpting, more specifically prop and set building making detailed and beautiful sets by hand and my background with sculpting and technology certainly did help me!

From then on I felt that I had a new passion, although I no longer wanted to be an animator I had a new love of set building and I intended to take it as far as possible, I'm currently coming to the end of my degree as I work on my FMP, But after my degree I still intend to sculpt and hopefully could find that dream job of set building!

GCSE results

Art	A
Design & Technology	C
Mathematics method	C
Mathematics application	C
English language	C
English Literature	C
Biology	C
Chemistry	D
Physics	C
PE	Pass
Welsh Bacculaureate	Distinction
Welsh Language	D
History	C

A level results

Art	B
Design & Technology (Product Design)	C
Welsh Bacculaureate	A

Foundation art degree results

Foundation Art degree (Specialised Animation)	Distinction
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Experience

D J Rees Decorating & Environmental services

I have been working since I can remember, when I was 14 I would spend summers working for a local painting and decorating company called D J Rees Decorating and environmental services, where I would do jobs that were appropriate for a young tea aged such as painting fences and doors, power washing patios and pavements and house clearings. Working outdoors really did toughen me up and wake me up to the real world of work, after that I spent a summer when I was 16 working at a salvage recycling site where I would guide and tell lorry drivers where to park and unload their waste and collect licence and registration details from them.

The Bessemer Hotel

When I turned 16 I worked at a local hotel called 'The Bessemer Hotel' which was a very popular and busy hotel that was known for its brilliant carvery. I first started as a dishwasher until I demonstrated my trust and politeness so my manageress made me a waiter and a barman, it was long and difficult hours but it really tested and taught me on how to become better with customers. I was already trustworthy and polite but when confronted by difficult customers it taught me to maintain a calm and polite attitude and to make sure I could help them as much as possible.

I spent 4 years working at this hotel until I was 20 years old, I learnt how to run a bar on my own and even manage one, I taught several new staff members how to become a barman and a waiter, I would take charge when we would hold large parties, weddings, events and funerals when there would be intoxicated customers as these could sometimes be busier and stressful, Articulate to new staff and when impatient customers would become aggressive I could put my people skills to the test and maintain a calm atmosphere and try to help them reach an outcome they were satisfied with.

I also would take charge of the dining room operating tills, making sure staff members knew which tables they were serving and making rounds with customers to see if they are happy with our service.

Reference: Janey Colins.

07984115006

Janey.colins@bessemer.co.uk

Kitchens Cookshop

Once I'd moved to Cardiff for university I was unemployed for roughly 4 months until I found a new job in 'Kitchens Cookshop Cardiff' which was part of the Steamer and eventually Procook that sold high quality kitchen appliances and equipment from knives, Pots and pans to even coffee machines.

By this time I was more than capable of showing my people skills and helping my customers find what they are looking for. Now that I was working in a real shop I could really test my abilities as a sales assistant, I spent time studying and learning all about our products, where they came from, how they could benefit the owner and how certain items fit certain people better which is why I learnt about asking the customer about their background in the kitchen to really get to know them and help them find the best option which is why I had a lot of satisfied regular customers.

I enjoyed selling the more expensive and high end products because it was a challenge to find someone willing to pay a lot of money for it but at the same time I wanted to make sure that my customers never felt they were pushed into a purchase and would only recommend the items that I felt would help the benefit the most. Sadly the branch I worked at closed within a year of me working there but it taught me so much more, I'd never worked in retail before and this was a massive stepping stone for me, it gave me even more experience dealing with customers not as a waiter but as a salesperson.

Reference: Claire Jenkins

07952311094

Claire.Jenkins1@procook.co.uk

Hotel Chocolat

Currently I work in a well known chain of shop called 'Hotel Chocolat' where I applied quickly to after I found put my last place of employment was closing down, so I hastily applied and managed to get another job in retail here, I really felt a connection with the company and enjoyed learning about the products, not only did I have to learn about a whole new company but health and safety procedures to, this included allergies, intolerances, what to do in the event of a reaction and in general just knowing about what I'm selling and being able to give a detailed description of them.

We sell a lot of different products but I have managed to learn so much about it and how it's made, we are taught to really explain how our chocolate is high quality compared to other brands. Since joining the team I have become a sales assistant but also a trained barista making drinks from coffee, milkshakes and hot chocolates but also a trained supervisor and key holder giving me a much different experience to what I'm used to, I am now in a higher position of responsibility and also hold authority toward my team. It has taught me though to be a responsible and fair supervisor making sure my whole team is comfortable and safe while on the shop floor, stock room or staff room, I like to make sure that everyone is treated with respect and if there is ever something that needs to be addressed there are much better methods of doing it than being abusive and patronising while on the shop floor where as instead I can pull my staff members to one side and calmly talk to them about any issues I have so we can come to a happy conclusion.

This role of responsibility has also taught me about the responsibility of cash and prophet making sure that there are no discrepancies or losses and if so I must declare everything to my superiors in head office to avoid any confusion or delay.

Reference: Annie Wilkinson
Charlotte Davies

02921158905
07875583327

Cardiff@hotelchocolat.com

All about me

Now that I've spoken more about my professional background why don't I speak more about what do I do outside of work.

I pretty normal, I collect vintage blazers and waist coats, I collect old suspenders... in fact I haven't worn a belt in almost a year! I'm also a collector of strange oddities like humane insect taxidermy and strange items that you find in odd curiosity shops, so yeah I'd say I'm pretty normal.

I also have Asperger's syndrome so all these strange and whacky interests make a lot of sense now, I have worked on my skills since I was diagnosed at 12 years old and since then I have improved greatly.

I am always thinking of new ideas for my sculptures, I constantly think of stories to write about to the point where it's like a hobby, I love creating strange creatures and monsters, originally these monsters and creatures were bedtime stories for my little sister when she was younger, at first it was only a quick way to get my sister to go to sleep but she loved them so much I kept writing and coming up with new stories for her almost every night. To give her a better visual of the character or creature I was describing I would draw it down or even sculpt it for her as she loved to see what it would look like in real life.

As she grew older she grew out of bedtime stories but I couldn't stop, I still made the monsters and wrote all these strange and wonderful ideas down and share them wherever I can in the hopes that I could one day publish them.

The love for the monsters kept growing to the point where I have a full shelf of sculptures, however I'm always thinking of new ways to improve them, I even run an art page in Instagram called 'Salamanders_bizarre' where I post my monster sculptures and even a few sets from my university work when I can.

I also love to socialise and be surrounded by friends whether it be to hold brilliant gatherings, events or meeting for dinner parties, to which I enjoy to also take in and enjoy different whiskeys with a few of my whisky enthusiast friends, we could sit there for hours talking about a particular blend or flavour and enjoying particular varieties.

Although my university journey is coming to an end I will still be sculpting and building sets to keep my brain sharp and my hands sharper, I love to work with my hands, I've always preferred the environment of a workshop to an office space in front of a computer, the feeling of holding a saw or a lump of clay gives me a much happier sensation than being sat in front of a computer all day!

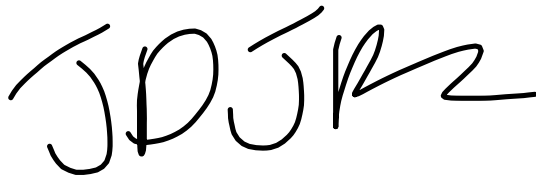
Let's conclude

I really wanted to write to you to show why I feel I'm a suitable candidate for what your looking for, I am polite, trustworthy, reliable, hardworking and experienced in many different environments, I'm a fast learner and quickly adapt as I have described through my journey with Asperger's syndrome.

This field of sculpting and set building is my passion and I always give 110% when it comes to this kind of work however I will work as hard as possible in any job you would offer! My experience shows I am good with clients and customers as I deal with them freelance to take commission sculpting jobs occasionally and with my experience in a hotel and in retail service. I have worked from comfortable indoor jobs to cold long hour out door jobs and every job has made me stronger and more eager to make it in this Industry.

Thank you so much for this opportunity to write to you and introduce myself to you, I hopefully look forward to hearing from you soon.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'J. D. J. R.' with a stylized flourish at the end.