





AMY ROBERTS

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## PROFILE:

Ambitious and personable graduate experienced in both corporate and personal finance, seeking an entry-level position from which to develop career in financial management.

#### EDUCATION:

2015 - 2018

Bangor University Business Studies & Finance Optional modules studied:

- Financial Analysis
- Advanced Corporate Finance
- Marketing Strategy and Management
- Human Resource Management

#### **Final Year Project**

'Financial Forecast & Analysis of the Marketing of American Bakery Products in Wales'

2008 - 2015

Ysgol Tryfan, Bangor 'A' levels - Business A, Mathematics B, History B GCSEs - 10 subjects A-C including Mathematics A, French A, English A, History A

### EMPLOYMENT:

October 2016 – present

Financial Assistant, Finance Direct, Bangor

- Dealing directly with customer enquiries on the telephone, providing advice on products, arranging meetings with financial advisers and data entry
- Developed knowledge of FSA regulations, confidentiality, customer relationship management software and customer service skills.

Summer 2016

Finance Placement, Finance Direct, Bangor (Go Wales)

- Successfully managed the set-up of new client relationship management system and the migration of customer information from an old to new database
- Trained staff on the new system and writing a system handbook.
- Developed project management, communication, presentation and training skills
- Offered permanent employment on completion of the project



**Commented [EHC1]:** Consider including a professional LinkedIN profile, and possible details of other social media accounts if they are relevant to your application.

Attend our social media and LinkedIN workshops for support with this.

Commented [a2]: For direct applications it is better to put this information in a cover letter Commented [a3]: Dynamic words to start sentences

**Commented [a4]:** Include skills & knowledge developed during your degree

**Commented [a5]:** No need to include all GCSEs – just include any that are relevant to the

Commented [a6]: Give information about your role, responsibilities & any relevant skills you

Commented [a7]: Focus on what you actually did

with evidence rather than sweeping

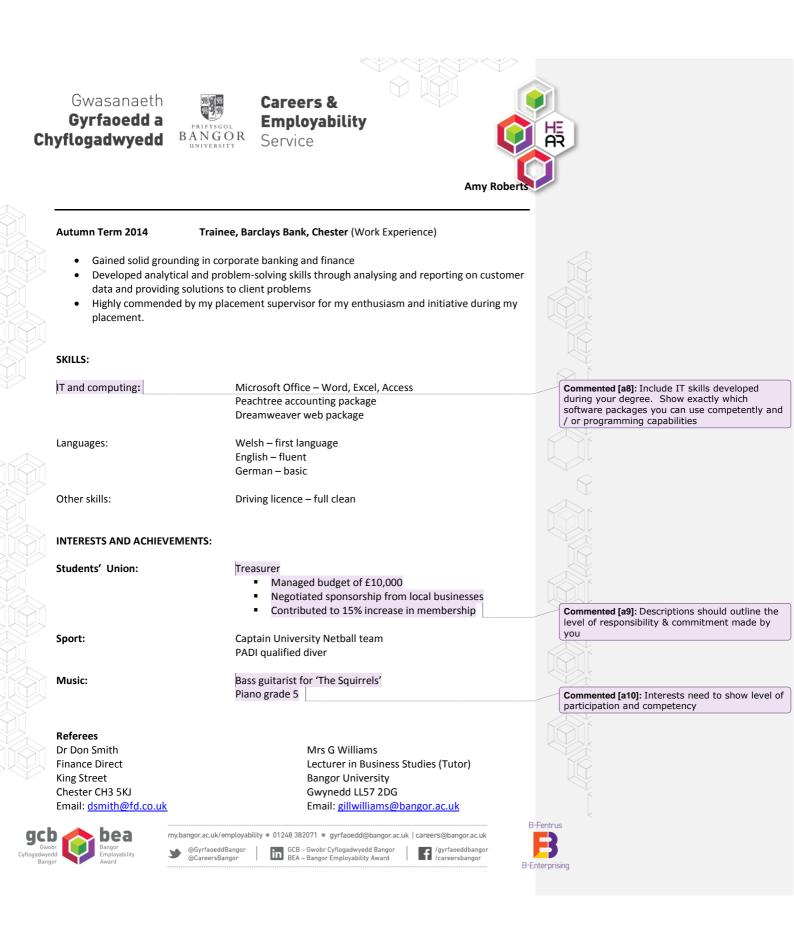
application

developed

generalisations

**B**-Fentrus

**B**-Enterprising



Gwasanaeth Gyrfaoedd a Chyflogadwyedd

(Cover letter for Amy Roberts)

PRIFYSGOL BANGOR UNIVERSITY

Careers & Employability Service

R-Fentrus

**B**-Enterprising

14 St David's Avenue Bangor Gwynedd LL57 4PJ

1 October 2017

Mr John Irving Director of Training Kraft Foods Ltd Bayshill Road Cheltenham GL50 3AE

Dear Mr Irving

I am writing to apply for a place on your Graduate Training Scheme (Finance). Previous graduates that I have spoken to who have joined this scheme from Bangor University consider it to be the best in the UK, and I would welcome the opportunity to be a contributor to the ongoing success of Kraft Foods.

As you can see from my enclosed CV, the modules I studied at Bangor University match both my career interests and your needs. Throughout my time as a student I have endeavoured to gain as much work experience as possible, and preferably in an environment which gave me an opportunity to develop not only my knowledge of finance, but also of working in a team and with the general public.

My final year project, sponsored by 'Mrs Beeton Foods USA, was focused on the 'Financial Forecast and Analysis of the Marketing of American Bakery Products in Wales', earned me a 2:1 grade. The project involved making presentations to company representatives on the possibility of producing and marketing their products in North Wales, and included my research of costing and profit outcomes. I worked in a highly motivated manner, was able to liaise between the company and local shop keepers and hoteliers through the medium of Welsh as well as English. This proved to be my most enjoyable and successful time at university.

I hope you will consider my application: I have attached my CV as requested. I look forward to hearing from you.

Yours sincerely

Amy Roberts

Enc: CV



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# **Commented [a11]:** Introduce self & why you are writing

**Commented [a12]:** Show the relevance of your knowledge and experience for their business