

AMY ROBERTS

14 St David's Avenue, Bangor, Gwynedd, LL57 4PJ

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[www.linkedin.com/in/\[example\]](http://www.linkedin.com/in/[example])



## 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:

- o Financial Analysis
- o Advanced Corporate Finance
- o Marketing Strategy and Management
- o 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 application

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

**Commented [a7]:** Focus on what you actually did with evidence rather than sweeping generalisations



Amy Roberts

**Autumn Term 2014** **Trainee, Barclays Bank, Chester (Work Experience)**

- Gained solid grounding in corporate banking and finance
- Developed analytical and problem-solving skills through analysing and reporting on customer data and providing solutions to client problems
- Highly commended by my placement supervisor for my enthusiasm and initiative during my placement.

**SKILLS:**

**IT and computing:** Microsoft Office – Word, Excel, Access  
Peachtree accounting package  
Dreamweaver web package

**Languages:** Welsh – first language  
English – fluent  
German – basic

**Other skills:** Driving licence – full clean

**INTERESTS AND ACHIEVEMENTS:**

**Students' Union:** **Treasurer**

- Managed budget of £10,000
- Negotiated sponsorship from local businesses
- Contributed to 15% increase in membership

**Sport:** Captain University Netball team  
PADI qualified diver

**Music:** Bass guitarist for 'The Squirrels'  
Piano grade 5

**Referees**

Dr Don Smith  
Finance Direct  
King Street  
Chester CH3 5KJ  
Email: [dsmith@fd.co.uk](mailto:dsmith@fd.co.uk)

Mrs G Williams  
Lecturer in Business Studies (Tutor)  
Bangor University  
Gwynedd LL57 2DG  
Email: [gillwilliams@bangor.ac.uk](mailto:gillwilliams@bangor.ac.uk)

**Commented [a8]:** Include IT skills developed during your degree. Show exactly which software packages you can use competently and / or programming capabilities

**Commented [a9]:** Descriptions should outline the level of responsibility & commitment made by you

**Commented [a10]:** Interests need to show level of participation and competency



Gwasanaeth  
Gyrfaedd a  
Chyflogadwyedd



Careers &  
Employability  
Service



(Cover letter for Amy Roberts)

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

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

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



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@CareersBangor



GCB – Gwobr Cyflogadwyedd Bangor  
BEA – Bangor Employability Award



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/careersbangor

B-Fentrus



B-Enterprising