



APPLY

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YORK
ST JOHN
UNIVERSITY

Writing your Cover Letter

This document includes:

- Example Job Advert
- Example Cover Letter

Example Job Advert

Please note that this is a fictional job description and person specification but has been based around a legitimate industrial placement opportunity.

Post details

Job title: Year in Industry (Finance Team)

Salary: £17,500 per annum, pro-rata

Closing date: 19th March 2022

Contract: 40-week FTA

Location: York

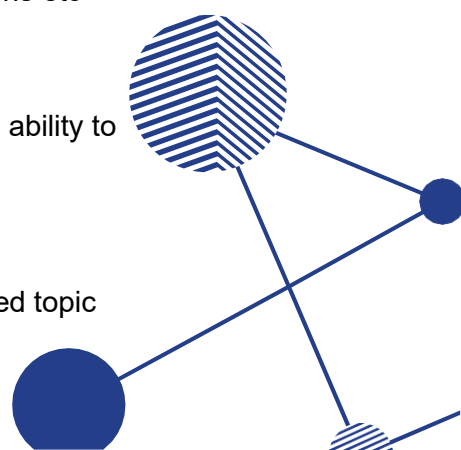
Description of Role

- Provide an undergraduate interested in a career in finance the opportunity to come into an established finance team to help with the day to running of the business from a financial perspective and gain industry experience of what is it like to work in a finance function
- Training will be provided to ensure all tasks can be completed but the experience listed below would benefit the successful applicant.

Tasks will include:

- Management accounting process including posting journals, reconciliations etc
- Preparation of Management Information (MI) reports
- Cost analysis
- Revenue analysis
- Assistance in the development of financial analysis report to improve the ability to monitor performance of the business

Required skills

- Undergraduate who is undertaking a degree in Accounting, Finance or related topic
 - Has experience using Excel for analysing data
 - Basic understanding of financial / accounting principles
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Benefits for Student

- Industry experience of working as part of a finance team for a FTSE 250 company
- Exposure and training on financial systems including SAP
- Greater understanding of the importance of the finance function within a business
- Experience of working as part of a larger team with common goals and objectives
- Interactions with key stakeholders of the business

Competency Profile

Below are competencies and some behaviours and skills of particular importance to the role.

Customer Service

- Takes personal pride in providing quality service to customers (either internal or external) to achieve targets.
- Follows all business processes, policies and systems to deliver agreed customer service levels.

Results Focused

- Reports any issues that may impact on business and financial performance to their team leader.
- Carries out their work effectively so individual and team targets are met.
- Is flexible, coping well with unpredicted changes to get the job done.

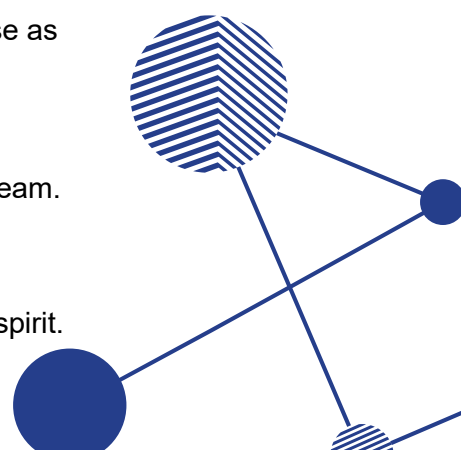
Commercial Awareness

- Thinks through costs and benefits of actions before taking them.
- Relays information upwards that may impact the business.

Performance Management

- Takes ownership and responsibility for their personal performance targets.
- Takes ownership of their personal development.
- Reflects on own performance and learns from their mistakes, seeing these as an opportunity to improve performance in the future.

Team Working

- Is aware how their own performance impacts on the performance of the team.
 - Makes a positive contribution to the team and the business as a whole.
 - Builds rapport quickly with colleagues, so contributing to a positive team spirit.
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Example Cover Letter

Samuel Beech
130 Grasmere Lane, York, YO1 1AB
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M: 07689 456 325

27th January 2022

Dear Recruitment Manager,

I'm writing in response to the job advertisement for the Finance Intern (Year in Industry), as advertised on your website. Please find enclosed my application for your consideration.

As a BA Accounting and Finance student at York St John University, I have developed an excellent understanding of both Financial and Management Accounting through academic modules during my first and second year, receiving assignment marks of 68% and 71% respectively. Additionally, through my 'Performance Management' module, I'm able to consider costs and benefits thoroughly and carefully before acting and I understand that unnecessary costs or issues could have a detrimental impact on business and financial performance of the organisation.

With a focus on my own professional development, I completed a summer internship with a small accounting firm in Harrogate, experiencing both Accounts Payable and Revenue Tracking, using systems such as SAGE and Microsoft Excel for analysing data. I was driven to further expand my understanding of accounting principles and how the theory I had learned as part of my degree course could be applied to a real-life context. This opportunity challenged me, as I hoped it would, critically reflecting on my performance each week and learning from any preliminary mistakes I made. I now have a strong results-focused approach, take responsibility for my own performance targets and am motivated by the success of both myself and the team.

Alongside study, I have maintained part-time employment as a Showroom Assistant at a DIY store in York. In addition to providing a high level of customer service, I'm responsible for the sale of kitchen, bathroom and bedroom products in line with personal targets and KPIs. Through excellent product knowledge, a flexible approach to work and the ability to build a rapport with individuals, I have consistently met or exceeded all of my targets and subsequently won "Colleague of the Year" last year for my contribution to the team and to the store.

I was motivated to apply for the role of Finance Intern, with KIROCH Ltd in particular, following a conversation with a member of your Finance team at the York St John Careers Fair. Your organisation's focus on innovation within the Science industry, as well as your commitment to sustainability, appeals greatly to me and I would value the opportunity to contribute to KIROCH's continued success within the Finance Department.

I'm driven to pursue a career within the accounting and finance industry and feel that this industrial placement opportunity with KIROCH would be invaluable to my own professional development. I would welcome the opportunity to discuss this position with you further and hope to hear from you soon.

Yours faithfully,

Samuel Beech