Teller Bank Summer Internship Programme

**Dates:** July - August 2012  
**Degree discipline required:** Any degree discipline

At Teller Bank, we are committed to helping our people reach their capabilities. Our Summer Internships offer students real responsibility. You will need to be able to learn quickly and communicate effectively, as you will be fully contributing members of a team and develop your skills for the financial industry. You will work alongside, and learn from, leaders within finance and be mentored by your team leader. Through working with other bright, motivated people from the firm and undertaking responsibility you will gain valuable insights and experience to help you in your future career.

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**Comment [c1]:** A large number of job roles are open to graduates from any degree discipline – so think broadly about career options!

**Comment [AS2]:** Skill required by employer: drive and determination

**Comment [AS3]:** Skill required by employer: taking responsibility

**Comment [AS4]:** Skill required by employer: ability to learn quickly

**Comment [AS5]:** Skill required by employer: communication

**Comment [AS6]:** Skill required by employer: interpersonal skills

**Comment [AS7]:** Skill required by employer: self-motivation

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**Comment [c8]:** Laid out as a formal business letter

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John Stearn
43 Station Road
Dear Mr Jones,

I enclose my CV for consideration for the Summer Internship Programme with Teller Bank as advertised on your website. I am a second year Economics student at Queen Mary, University of London. I first became interested in working in finance when I attended a 1 day course on trading run by Haymarket Bank, which fuelled my decision to undertake an Insight Week at Teller Bank. My enjoyment of the Insight Week convinced me that I would like to go into the banking industry and I am seeking an internship to develop my understanding of banking and gain further skills for, and experience in, the industry.

This internship requires working with others, being self-motivated and the ability to learn quickly. In my role on the Economics Society Committee, I worked closely with a team of 7. I met regularly with the team to plan campaigns to grow membership and assisted team members with their tasks at times of peak busy-ness. As a result membership grew by 17%. My self-motivation is demonstrated through my part-time jobs: at Curry’s I took the initiative to explore training options to further my team’s knowledge about internal systems and at Nexus I work unsupervised and often complete tasks ahead of schedule. The two business games I have participated in have required me to pick up and deploy new skills: my ability to do this contributed towards team success, coming 2nd and 4th places respectively.

One of the attractions of Teller Bank is the emphasis placed on individuals reaching their capabilities. This was highlighted for me by a Teller Graduate Trainee who gave examples of new projects she has delivered, which have had a real impact on the bank. This appeals to me as I enjoy taking responsibility for achieving results, for example as a football coach I was responsible for motivating and organising a squad of 15 to reach the finals of the Small League Championships. Teller Bank has also proven that a long term investment strategy and remaining sensitive to local conditions can pay dividends, as seen by the raft of awards won over the last few years. I am very keen to work for a bank which has such a considered approach to investment.

I would be very grateful if you would consider me for the Summer Internship scheme. I am available for interview at any time and look forward to hearing from you.

Yours sincerely,

John Stearn