

Please provide a supporting statement explaining why you have chosen to apply and how you meet the criteria for the role.

You only need to include this if submitting your supporting statement as a separate document, rather than in a text box on an application form

These sections answer the question directly by "explaining why you have chosen to apply", supported by using relevant examples

Again, keep explaining how you fit the criteria they're looking for, using the STAR method if you need a model to structure your case

Job adverts will also mention some 'soft skills' (attributes applicable to all professions) – simply saying that you have these often sounds clichéd, so we recommend backing up your claims using the STAR method

You only need to include this if submitting your supporting statement as a separate document, rather than in a text box on an application form

1.1. Maine Lane
Liverpool
L2 3ML
1/1/1/2/21

Mr. Finn Ancelle
TeFI
99 Central Lane
London, W9 9CL

Dear Mr. Ancelle

Re: TeFI Graduate Programme 2022

Having thoroughly researched the sector, I am interested in the TeFI Graduate Programme 2022 above all others because of its focus on environmental, social and governance goals.

Since attending your TeFI Open Forum Livestream event on 3rd August, I have felt inspired by the work you do to put sustainable development at the heart of every solution you offer. Sustainability has always been important to me. This spring, I volunteered at nonprofit Green Credit, conducting research to help a major high street bank assess the environmental risks to its investments before a Q2 review. I found this work both fascinating and rewarding.

Each of the practical roles addressed by your programme's four rotations appeals to me – these are areas I have been aiming to learn more about. For example, I would look forward to the first rotation, 'Sustainable Operational Execution', having recently enjoyed the books Executing Ecological KPIs by Tom Timms and SME Green Operations by Dr. Bill Williams. The programme's aim of providing the experience needed to make strategic yet sustainable financial decisions interests me too. At Green Credit, I was able to implement cost-cutting initiatives that saved the organisation £999 without compromising on sustainability.

As required for the programme, I will soon finish my Bachelor's degree in Economics, where I am on track to achieve upper second-class honours (2:1). I have a passion for sustainable finance, which is why I have focused my dissertation on the implications for finance regarding the 2050 target for net zero emissions. Tasked with drawing original conclusions, I collected a vast amount of quantitative data such as financial reports and projections, as well as qualitative insights from policy white papers. After submitting my first draft, the tutor formally predicted a 2:1.

To demonstrate my experience managing several complex tasks at the same time, I can share an example from my role as secretary for the Economics and Management Society (EMS) at university. Last year I played a key role in organising our annual awards dinner by taking on several responsibilities. These included finding and inviting speakers, sourcing sponsorships from local companies, arranging a raffle and selling tickets. To organise my tasks, I created a long to-do list at the outset and then updated it whenever I made progress toward my objectives. The event raised 11% more for the EMS than the year before.

In the last few years, I have become very familiar with Microsoft Office. At Green Credit, I used Outlook every day to share information with staff and keep track of every upcoming meeting. As EMS secretary, I used Excel spreadsheets to calculate and monitor our budget for events. I also used PowerPoint to co-create an engaging slideshow presentation, which was shown to all the attendees at the start of the evening.

I am also comfortable working as part of a team and communicating effectively, from working part-time at my local Lion & Oak pub the past two summers. On shifts with five other staff members, we support each other by dividing up duties and helping each other out whenever the workload increases in specific areas. I understand the importance of clear communication with colleagues, as well as professional exchanges with customers – in recognition of this, in June and July this year, I received the employee of the month award.

I would relish the opportunity to bring my skills and experience so far to the TeFI Graduate Programme 2022 and hope you agree that my ambition would make me a strong candidate.

I am available for an interview at your convenience and look forward to hearing from you.

Yours sincerely,

Samuel Jones

Start with a brief sentence outlining the purpose of your supporting statement

A great way to demonstrate how your skills and experience 'meet the criteria for the role' from the job description is by using the evidence-based STAR method:

- **Situation:** briefly state the context
- **Task:** describe the objective or challenge
- **Action:** explain what you did
- **Result:** prove a positive outcome, using facts or statistics

Job adverts will often have a list of required or desired 'hard skills' (job-specific knowledge or certifications), so outline all the ones you have

Conclude with a brief, simple ending to reiterate your suitability for the role

Supporting Statement For A Job Example Admin

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Table of Contents Supporting Statement For A Job Example Admin

1. Understanding the eBook Supporting Statement For A Job Example Admin
 - The Rise of Digital Reading Supporting Statement For A Job Example Admin
 - Advantages of eBooks Over Traditional Books
2. Identifying Supporting Statement For A Job Example Admin
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Supporting Statement For A Job Example Admin
 - User-Friendly Interface
4. Exploring eBook Recommendations from Supporting Statement For A Job Example Admin
 - Personalized Recommendations
 - Supporting Statement For A Job Example Admin User Reviews and Ratings

- Supporting Statement For A Job Example Admin and Bestseller Lists
- 5. Accessing Supporting Statement For A Job Example Admin Free and Paid eBooks
 - Supporting Statement For A Job Example Admin Public Domain eBooks
 - Supporting Statement For A Job Example Admin eBook Subscription Services
 - Supporting Statement For A Job Example Admin Budget-Friendly Options
- 6. Navigating Supporting Statement For A Job Example Admin eBook Formats
 - ePUB, PDF, MOBI, and More
 - Supporting Statement For A Job Example Admin Compatibility with Devices
 - Supporting Statement For A Job Example Admin Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Supporting Statement For A Job Example Admin
 - Highlighting and Note-Taking Supporting Statement For A Job Example Admin
 - Interactive Elements Supporting Statement For A Job Example Admin
- 8. Staying Engaged with Supporting Statement For A Job Example Admin
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Supporting Statement For A Job Example Admin
- 9. Balancing eBooks and Physical Books Supporting Statement For A Job Example Admin
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Supporting Statement For A Job Example Admin
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Supporting Statement For A Job Example Admin
 - Setting Reading Goals Supporting Statement For A Job Example Admin
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Supporting Statement For A Job Example Admin
 - Fact-Checking eBook Content of Supporting Statement For A Job Example Admin
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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