

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

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 1st 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

11 Maine Lane
Liverpool
L1 1NL
11/11/21

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

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

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

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

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

Conclude with a brief, simple ending to reiterate your suitability 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

Supporting Statement For A Job Example Admin

Leon Pratt Alford



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Federal Register ,1980-01-08 **Management and Administration in Manufacturing Industries** ,1924 *Office Executives' Series* American Management Association, 1927 **Second Independent Offices Appropriations for 1954** United States. Congress. House. Appropriations, 1953 **Hoang V. United States Office of Personnel Management** ,1987 **Review of Public Personnel Administration** ,1983 Include abstracts Public Personnel Studies - Bureau of Public Personnel Administration, Institute for Government Research ,1926 **Kentucky Administrative Regulations Service** ,2005 **Wills, Trusts, and Estate Administration for the Paralegal** Dennis R. Hower, 1996 The leading text in the field takes a practical approach illustrating legal principles through examples exercises legal forms checklists and actual drafts of wills and trusts Students are exposed to detailed procedures and are prepared for everyday practical duties of the paralegal through comprehensive authoritative coverage Blend of theory and practice balances the need for understanding concepts and law and the need to be able to apply it **International Review of Public Administration** ,2002

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