

Email

10th May 2024

Dear Hiring Manager,

I am writing to express my interest in the Operations Off Cycle Analyst role at Morgan Stanley advertised on Cardiff University's jobs board. I am a second-year Business Management (Logistics and Operations) student at Cardiff University, and I am interested in entering a career in the logistics sector. I have attached my CV for your consideration.

I am interested in working at Morgan Stanley, a global leader of investment banking. Since your founding in 1935, you have delivered excellent business to a range of clients and institutions to help them to achieve financial goals. Your five core values underpin the ethos of the company and align with my own personal values, for example, putting clients first and giving back. In my part-time roles, I have seen firsthand the impact that excellent customer service has on a company's success and reputation. I have also given back myself by becoming a student mentor, so that I can support other Business School students adapt to university life.

I would be enthusiastic to have the opportunity to gain experience as an Operations Off Cycle Analyst working within teams and gaining valuable business awareness and knowledge. Through my academic studies I have developed an understanding in financial operations, risk management, and client communication. I have an interest in business news and keep up to date with developments, for example, The Economist and Financial Times. I am a member of the Business and Trading Society in the Business School which has enabled me to develop my business awareness from attending employer talks and events and participating in the trading room.

I have developed a range of relevant skills that I can offer to the role. Through my academic studies within Cardiff University, I have acquired excellent analytical, problem-solving skills, and time management skills. These have been acquired from studying core modules and I have also basic skills in excel. From undertaking a range of part-time jobs, I have developed effective team working and communication skills, as well as delivering excellent customer service in a range of hospitality and retail jobs. I also participate in extra-curricular activities, such as rugby which has developed further my leadership and team working skills. Additionally I am a student mentor which has enabled me to develop effective communication skills and my ability to be flexible and adaptable.

I would be excited for the opportunity to undertake this role and become part of a global leader who values people as their greatest asset and encourages a culture of inclusion across the firm. I am hardworking and dedicated and would strive to ensure I bring this enthusiasm and desire to learn to the role of Operations Off Cycle Analyst and contribute to the success of the Operations team at Morgan Stanley.

Thank you for taking the time to read my CV and cover letter and I hope to have the opportunity to discuss this with you further.

Yours sincerely,

Name