



4th December 2011

Barclays Bank PLC
2 Churchill Place
Canary Wharf
E14 5RB

Dear Mr. Shakarchi,

I am currently a second year undergraduate at UCL, undertaking an MSc in Physics with a first year average of 81.44%. I am writing to apply for the business analyst internship as advertised for summer 2011 in 'targetjobs' magazine.

Although a newcomer to the banking scene, the recent economic climate has turned to my attention to this exciting and influential working sector. Despite little financial work experience, I believe that the aptitude for solving complex problems I have acquired from my degree, alongside the interpersonal and team-leading skills I've absorbed from my election to head boy and commitment to martial arts, interlink closely for the requirements of a successful business analyst.

Data analysis has been commonplace both academically and in terms of extra-curricular activities. This is no better exemplified than in my A2 Physics coursework whereby I constructed a small scale trebuchet and analysed the parameters affecting maximum launch range. This project required an in depth mathematical analysis and constant modification following experimental results. I received 100% for this coursework, contributing to the final A grade I obtained at A-level. Although this is a very physical example of analytic proficiency, I believe the same principles of maximising output from a given input are highly sought after by any banking company. As a Physicist, it is routine to anticipate the behaviour of a system through mathematical ideas, to validate that behaviour through observation, analyse the uncertainty and make modifications where necessary. These tasks are almost inseparable from those of a business analyst.

Ensuring that projects are delivered on schedule, within budget frames and with the required functionality is a task I have overseen several times. As the elected head boy of my local 6th form I was held responsible for the organisation and facilitation of all student council meetings, liaising across 7 year groups, devising fundraising ideas so that the student's demands could be met in a timely, coordinated fashion without interfering with academic interest. Such projects included the 'Norman Boast memorial garden', where we raised just over £500 in 2 months through organising penalty shoot outs and 'sponging of the teacher' type events. I was also elected by the year group into the student council for 4 years running prior to this, illustrating a likeability factor from my peers.

As a 'lead student' these skills were further enhanced through communicating with disruptive students, addressing the causes for bad behaviour, quantifying the results and sourcing appropriate solutions from these. With a team of 5 lead students, our remit was to blend all of the aforementioned into an entertaining presentation, intended initially for the Cambridge Out-Reach Network of Education but invited by merit to the University of Bedfordshire for trainee teachers undergoing their PCGE course.

Both Karate, and table tennis, the sports I am most involved with require quick fire analytic thought in order to out-wit opponents. I've demonstrated an ability for this, having attained a black belt in 2005 and progressing far in inter-county tournaments. Similarly, as an ex-drama student who played the Scarecrow in my secondary school's 2007 production of the Wiz, quick-fire decision making was also necessary in case any given scene did not go to plan. This play was hugely successful, running for 4 days of one week and attracting audiences of roughly 100 each night.

Working for the well established, financial powerhouse that is Barclay's Capital would provide an infinitely invaluable insight into the world of banking and would be met with unequable gratitude. What I lack in experience I equate in adaptability and analytic ability. I am an ambitious, perfection-striving character who has been so far successful with all I have turned my hand to. I hope I can bring this success to your company, and draw even more from your own.

I look forward to hearing from you,

Yours sincerely,

Stephen Lucas

Stephen Lucas

Personal Details

Home Address: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Home Telephone: [REDACTED]
Mobile Telephone: [REDACTED]
Email: Stephen.lucas.09@ucl.ac.uk
Website: www.ucl.ac.uk/~zcapf71

Education

University College London (2009 – 2013)

MSci. Physics

First year average: 81.44% (*First class honours*)

Currently a second year undergraduate having already completed modules in:

- Mathematical Methods, Classical Mechanics and Thermal Physics; developing critical and logical thinking skills so that complex problems could be solved.
- Effective Communications; devising oral presentations, summarising articles and writing essays so that scientific ideas and associated opinions could be expressed coherently.
- Practical Skills; improving data analysis techniques and time management so that multiple experiments could be completed within self-set deadlines.

St.Neots Community College (2002 – 2009)

A-levels (2009): Mathematics A, Physics A, Biology A, General Studies A.

AS-levels (2009): Chemistry A.

before introduction of A grade at A-level, otherwise A* Physics

GCSEs (2007): 3A*, 8A. Including Science A*A*, Drama A* and German A.

Diplomas (2007): AiDA *Credit*, CiDA *Merit*.

Other qualifications:

Full UK Category B Driving License (May 2008)

Appointed First Aider (January 2009)

Additional Skills

Computer Literacy

Proficiency in MATLAB, Dreamweaver, Flash, Adobe Photoshop and all Microsoft Office Packages.

Work Experience

Head Boy & Lead Student: St.Neots Community College (2009)

Multiple roles and responsibilities, including interviewing prospective teachers, touring parents and promoting the college through presentations given on open days and in assemblies. Demonstrated aptitude for working in, as well as leading a team, having organised and chaired student council meetings. As a member of the lead student programme I was asked to identify the causes and offer solutions to bad behaviour within secondary schools. This involved talking with tearaway students, devising and circulating surveys, collecting the results and combining these to produce an informative yet entertaining presentation. The presentation was first performed at the Cambridge Outreach Network for Education conference (which as head boy I was asked to host), later being requested by the University of Bedfordshire for trainee teachers undergoing their PGCE course.

Learning Challenge Student Mentor: St.Neots Community College (2008)

Was assigned to a year 8 student that needed assistance with motivation and organisation. I offered advice on these issues, set relevant tasks and monitored the student's progress throughout term.

Administrative Assistant: Bosch Rexroth Ltd, St.Neots (Summer 2006)

Completed in the personnel department, my duties consisted of general clerical work such as filing invoices, updating databases and delivering post.

Awards

Academic

St.Neots Community College - Principal's Award (June 2007)

St.Neots Community College - Young Scientist of the Year Award (June 2009)

Sports

National Swim Awards, levels 1-12 (2003)

Kellogg's Swimming Challenge, Bronze - Gold (2004)

Central England Shotokan Karate Association - 'CESKA', 1st Dan (November 2005)

Hobbies & Interests

Performing Arts

Featured in three secondary school productions as leading characters with speaking, singing and dancing roles, such as the scarecrow in William F.Brown's *The Wiz*. Performed a contemporary dance piece with 'Positive Action' dance group to a full house at 'TheJunction' in Cambridge, then again by invitation to Ipswich's Wosley Theatre. Also play guitar (ungraded) at leisure.

Sports

Ran 10 km for Cancer Research UK during October 2008 raising £100 in total.

Member of St.Neots' Shotokan Karate Club since the age of 7. Have coordinated several junior lessons and partaken in CESKA's regional tournaments, achieving 3rd place for kata (2006). Due to academic pursuits I have taken a break from martial arts, but enjoy casual involvement with UCL's table tennis society and the JCR football team.

Literature

Article published in UCL's π student magazine (October 2009), and another in UCL's satirical alternative 'Cheesegrater' (December 2010). I vent ideas through '*what a load of blogoni*', a blog that I regularly update, having attracted nearly 2,000 hits in just 3 months. The blog is closely intertwined with my UCL website, where much of my coursework and photography can also be viewed.

References

Geoff Watts MBE JP (Head of Sixth Form)

Tel: 01480 375150