

Sherburne Residence Flat 21
University of Warwick
Coventry, CV4 7ES

05.04.2018

Cherwell Business Village,
Banbury,
Oxfordshire, OX16 2SP

Dear Mrs. Sarah,

My name is Bhavika Agarwal and I am a First-year undergraduate student at the University of Warwick. I am currently doing a B.Sc. Economics degree. I am writing this application to apply for the role of Business Support Intern.

I have always wanted to do more than one thing at the same time. I have keen interests in many sectors like Business, finance, consulting and technology. Till now I was not able to find any role that was a combination of these sectors. Therefore, the role of the Business Intern in Catton Hospitality is an opportunity for me to embrace all my interests. With the era of convenience and smart technology, I was immensely fascinated by the software S4 labor which is very efficient as a fully integrated system. I am interested in knowing more about this software and the hospitality sector in general. As I am from India which is well known for its growing hospitality, I have a first-hand experience and I would like to gain more experience. Assisting the manager and HR teams will allow me to gain exposure in the finance and business. As it is a small business I will also get the opportunity to interact with various teams and be a part of a very fun and friendly community.

I have skills that are perfect match for the role. I have interned in Asset Management firms like Fidelity International and therefore I have the knowledge about finance. I am the co-founder of the Non- Profit Organization- "Clean Addicts". As a part of this, I organized many campaigns to spread awareness about cleanliness in India. The campaigning included marketing the event as well as liaising with the local government and press to spread more awareness. This role has taught me how to manage huge projects and I also learned how to budget efficiently. I am currently part of many societies on campus which include my role as the treasurer for the Warwick Risk Management Society and I am also part of the investment team of the Warwick Asia Careers society. Such roles have not only improved my knowledge about the financial markets, but it has also improved my communication and networking skills. Working as an analyst for the Warwick Business School Society, I have learnt to pay attention to details and research effectively. Altogether I am very hardworking, and I believe I will be able to do justice to the role.

Thank you for going through my application and I hope you consider me as a strong candidate.

Yours Sincerely,

Bhavika Agarwal