



STUDENT

THE ULTIMATE GUIDE:

HOW TO LAND A STUDENT

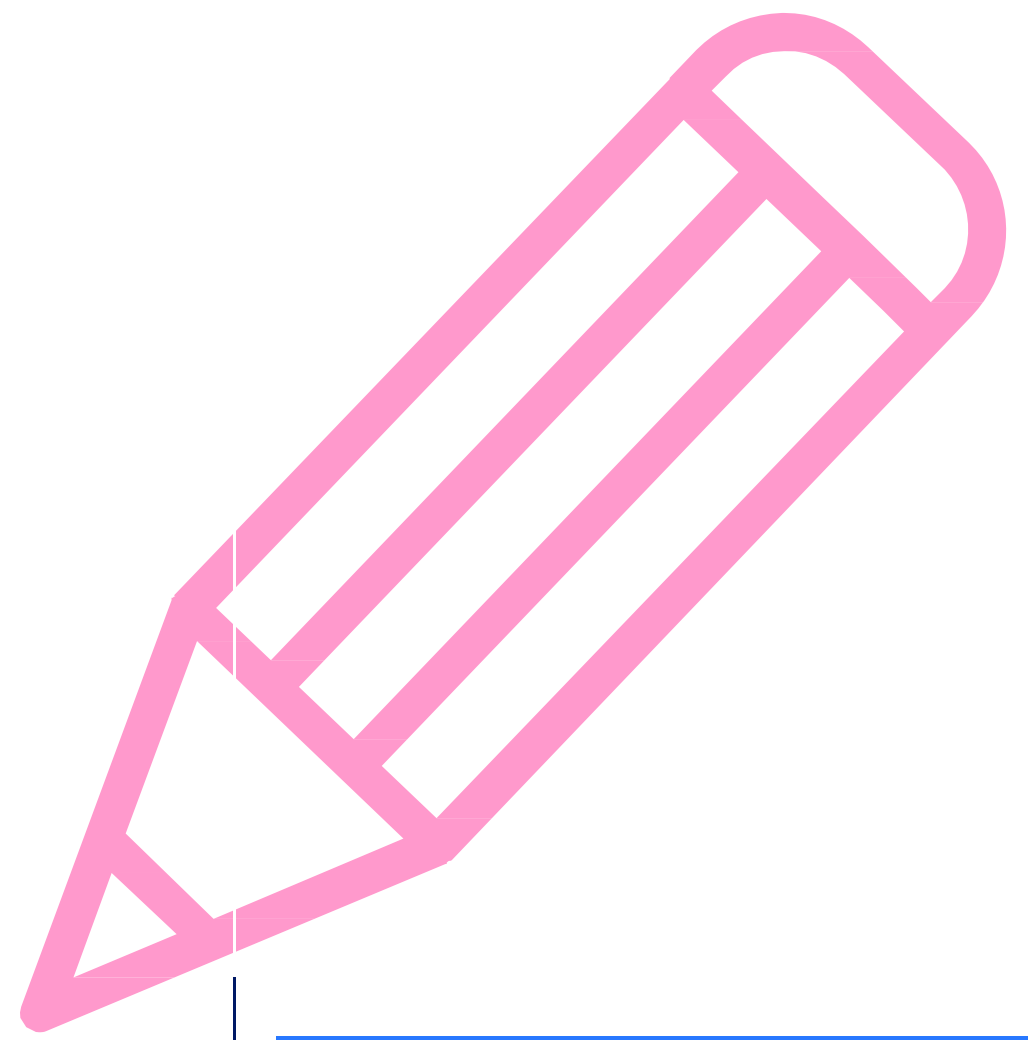
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JOB IN FINANCE

WRITING EXERCISE:

IDENTIFY YOUR SKILLS IN 20 MINUTES

This exercise will help you write a carefully worded CV and cover letter. By reflecting closely on your skills, you show the employer exactly what you bring to the table.



Read and ask yourself the following questions, and write down the answers.

What are my skills?

What am I particularly good at? What energises me? Think in broad terms and be specific:

- Which tasks have I carried out during my studies, in my spare time or in a previous job?
- What do other people tell me I'm good at?
(For example cooperation, structure or creativity)
- Do I have specialist or technical abilities such as analysis, Excel or presentations?

How did you do it?

To specify your skills, think about:

- How did I handle challenges and create results?
- How did I contribute to the teamwork or create value?
- Have I carried out tasks in a special manner which made a difference?

Example: "During group work, I coordinated the assignments and made sure we kept the deadlines, which resulted in high quality and positive evaluations".

Make your skills relevant to the job

In the description of your skills, it is important that you put them in a specific context which will show the employer how they will add value. This is about translating the experience you've gained from your studies or previous jobs into something which addresses the requirements of the job you're applying for.

In other words, don't write: "I am good at analysing data". Instead, you could write: "During my studies, I developed advanced Excel models for optimisation of budgets and for finding patterns in large data sets. This has taught me to present complex results in a clear and useful manner. In this job, I see myself applying my analytical skills to create an overview and support decisions in your processes."

Reflect on your strengths

To render your skills as relevant as possible, you may ask yourself these questions:

- Why are my skills relevant to the job I'm applying for?
- How can I create true value for an employer?
- How do I stand out compared to other candidates?

By replying to these questions, you make sure that the description of your skills is accurate, relevant and convincing.

The important thing is to be honest, concrete and determined. By clearly reflecting on your skills, you show the employer exactly what your contribution will be.

TIP

Include personal abilities such as problem-solving, overview or flexibility.

FINDING IT DIFFICULT? TRY THIS QUICK EXERCISE

This writing exercise takes about 20 minutes and will help you identify and write down your strengths, skills and ambitions; even those you were not aware of till now. When you write freely while reflecting on your skills, you may discover hidden strengths.

How to do it

- 1:** Find a quiet place where you won't be disturbed. Use pen and paper or your computer; whatever feels most natural to you.
- 2:** Write constantly for 20 minutes. The goal is to keep the pen flowing or the fingers moving on the keyboard. If you get stuck, you can, for example, start writing "I don't know what to write" until you are able to move on.
- 3:** Don't worry about the wording; if it sounds "wrong" or "right" – simply let your thoughts flow freely. Focus on your strengths and positive qualities, whether professional, social or personal.
- 5:** Keep in mind that it's about discovering new things about yourself, not about writing the perfect text.

A TAILORED CV

When applying for a student job, the tailored CV is brilliant because you don't have a long career to build on.

A tailored CV is usually only one or two pages long and is intended to express interest and relevance. The aim is to be invited to an interview during which you can elaborate further on your motivation and skills to find out whether you are a match.

This format gives you the opportunity to showcase your personal skills and elaborate the focus of your studies. That will put the spotlight on your education and learning.

You can make your studies the focal point by, for example, writing: “As I have written a thesis on XX, I am particularly interested in contributing with XX at XX”.

It is also a good idea to emphasise your personal interests as they may indicate whether you are a team player, have self-discipline or a creative mind.

Structure of a tailored cv

Catchy headline

Begin the CV by a catchy headline showing your interest in and relevance to the company.

Emphasise relevant skills, both personal and professional. Make them relatable to the position you are applying for and detail how they will create value.

Be specific and use examples from your studies or spare time. Let your personality shine through. Describe how you think you will approach tasks and explain why your approach is effective and relevant.

Education

Depending on how much work experience you have, you may put your education first. Give a brief description of your education, preferably specifying courses and projects relevant to the position.

Experience

Include any experience from previous positions in this section.

Focus on what you did well and

helped the company achieve.

Your interests and a few words about you

A personal profile text is important; you need to be a match for the team they are hiring you for, which means they need to get to know you. Don't be afraid to show who you (also) are.

End the cover letter by expressing a hope that you will be invited to an interview and “best regards”.

Louise Hansen

Graduate student, Finance

Contact details

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EDUCATION

Bachelor of Finance,
Cphbusiness City. Expect
to graduate: Summer of
2026

WORK EXPERIENCE

2022 - 2024 TDC
Customer service assistant

2019 - 2022 Café Dali
Waiter

IT & LANGUAGES

Excel
Microsoft 365
Teams/Zoom
ChatGPT
Danish: Native language
English: Proficient level

Personal life

I am very active and enjoy padel tennis, sauna aromatherapy, badminton, champagne bingo and hanging out with my friends.

Besides that, I live with Svend, my 52-year-old tortoise whom I have inherited from my grandfather.

Dedicated finance student with a keen interest in private banking

As a finance bachelor student, I offer Danske Bank both theoretical insights and practical private banking experience.

Finding financial solutions that will make a real difference to customers motivates me. I will use my ability to understand and analyse complex economic relationships to deliver targeted solutions.

Relevant skills

Financial analysis focused on pension savings

Throughout my studies, I have specialised in topics such as retirement planning and risk management, and I have recently completed a paper on optimisation of pension funds. I am therefore well equipped to assist with advice and strategy related to savings and wealth management.

Communication and understanding of customer needs

In my previous job as a customer service assistant, I learnt to listen to customer needs and communicate clearly about solutions. I also had contact with customers who needed to make financial decisions, which has given me experience of adjusting expectations and building confidence.

Project work and strategic thinking

The group work during my studies has taught me to think strategically and find solutions to complex tasks. This will be a strength when working with Danske Bank's specialists and wealthy customers.

Relevant projects

Wrote a paper on pension planning and tax optimisation

I gained a deeper understanding of how to strategically manage pension funds to maximise returns and minimise the tax burden.
The project focused on finding solutions to balance long-term wealth management with tax benefits, which may be particularly valuable to private banking customers.

Research paper on housing market development and real estate investment

This provided me with insight into how market trends affect real estate prices and investment opportunities. Through data analysis and market research, I was able to identify optimal timing and strategies for real estate with a focus on risk and return.

I am highly motivated to use my analytical skills and customer contact experience to support Danske Bank's focus on personalised and accurate customer care and hope I will be invited for an interview.

Best regards, Louise Hansen

Keeping a complete CV in your desk drawer

Start by preparing a “complete” CV to which you continuously add experience and skills. This may well be a simple document which does not take into account layout or structure. You simply add experience, talents and interests when you think of them.

This will provide you with a list you can use when you want to tailor your CV to a specific company.

IT FEELS LIKE CHEATING – BUT IT'S NOT:

HOW TO WRITE A GREAT COVER LETTER WITH CHATGPT

You have probably tried it. You ask the Chat to write a text for you and at first glance, it seems perfectly fine. But once you give it a closer look, it just seems... bland. As if it could be about anybody. That will get you nowhere.

You need a cover letter that makes you stand out from the crowd. You want to be remembered – and ultimately be invited to an interview. Easier said than done!

Fortunately, we have prepared a golden prompt for you. It will showcase all your best qualities while saving you hours of trying to find the right words. ChatGPT will ask you a series of questions and will use your replies to create a cover letter that is both concrete and personal.

IMPORTANT!

Think your answers through

The more input you give ChatGPT to work with, the better the result will be.

Care to elaborate?

If you're not sure how to answer a specific question, ask Chat GPT to elaborate to give you more to work with. **Review your cover letter carefully!**

After all, it's ChatGPT, not a magic wand.

Brilliant, magical, gifted...

So, remember to substitute words you don't recognise in yourself – for example, you might want to substitute 'brilliant' for 'competent'.

John or Joan ...

Check whether names and similar words in the cover letter are correct.

HOW TO DO IT:

1

The golden prompt

Copy the text from the grey box to ChatGPT and follow the instructions.

1. Start by asking for the job posting. Read and analyse it as if you were a recruitment consultant.
2. Identify key competencies, experience and personality traits.
3. Ask me up to 15 questions, one by one, to gain insights about my competencies, experience and motivation.
 - Start with: "What do you read on an ordinary day?"
 - Optimise each question based on my answers.
 - Remember to ask about previous after-school jobs, scouting, elite sport, etc.
4. Prepare a personal cover letter of no more than 2200 characters, including spaces.
5. Don't share the analysis with me; use it only for the questions.

2

Insert job posting

Insert a job posting – either as copied text, a link or a screenshot for ChatGPT to analyse.

3

Answer honestly

When ChatGPT asks you questions, just be yourself and write whatever comes to mind.

4

Receive the perfect cover letter

ChatGPT will ask you a maximum of 15 questions. It then collects your answers and produces a good cover letter.