

## Sample Job Description – Formal Style

### Job Title: Financial Leadership Development Program

XYZ Finance Company; New York, NY; Full-time Position

(List the Name of the Company, Location of the Position; Full-time or Internship Role, Paid Position)



(Add a picture ... visuals catch attention and can be included in the job postings – even serious financial firms spend significant funding on branding ... use this opportunity to brand your company or your location)

XYZ's leadership development program is an entry-level rotational program that provides training and professional development to our new employees. The rotational program provides a framework for you to succeed in our organization. Review the job description listed below to determine if the role fits with your experience level.

(This first paragraph is what students will see when viewing your job description – grab their interest early and save the legal notices for later in the document)

What skills do I need to be considered for the role?

- Critical Thinking — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Analytical Skills – Utilize knowledge of financial modeling and values of current economies to review international finances
- Mathematics — Use mathematics to solve problems.
- Bachelor of Science in Business (Finance, Risk Management, Real Estate or similar majors)

(List the top skills that you are seeking – you can add as many as you require)

How can I set myself apart from other candidates?

Outline experience in previous internships that helped you develop analytical skills. Outline your understanding of financial markets and their effect on the economics in developing nations. Provide detailed information about case competitions and/or experiential learning for market analysis.

(Let the students know what will make them a strong candidate)

How do I apply for the role?

(You can advise students to apply through HuskyCareerLink, through your website, or provide an email address to collect resumes.)

More about our company ... insert the rest of your job description at the end so that you provide all the necessary information after you have intrigued them enough to keep reading.