

The background image shows the Leonard N. Steen School of Business building, a modern structure with a prominent curved glass and stone facade. The building's name is inscribed in a curved band above the entrance. Two flags are flying from poles in front of the building. People are walking on the sidewalk in the foreground. The text "Interview + Resume Workshop" is overlaid in the center in a large, bold, black font.

Interview + Resume Workshop

Upcoming Events

Risk Metrics Workshop: Friday, Feb 21st, 5:00 – 6:00 PM, UC-19

Intro to Risk Management: Wednesday, Mar 4th, 12:30 – 1:45 PM, UC-19

Portfolio Management Workshop: Friday, Mar 6th, 5:00 – 6:00 PM, UC-19

Mark Your Calendars: Alumni Mingle

Wednesday, April 22nd, 6:30 – 8:30 PM

Opportunities

Sompo International Insurance - Summer 2020

- Email your resume to: echiang@sompo-intl.com

Blackstone Real Estate - Acquisitions & Asset Management Summer 2021 Internship

- Email your resume to: sreg@stern.nyu.edu

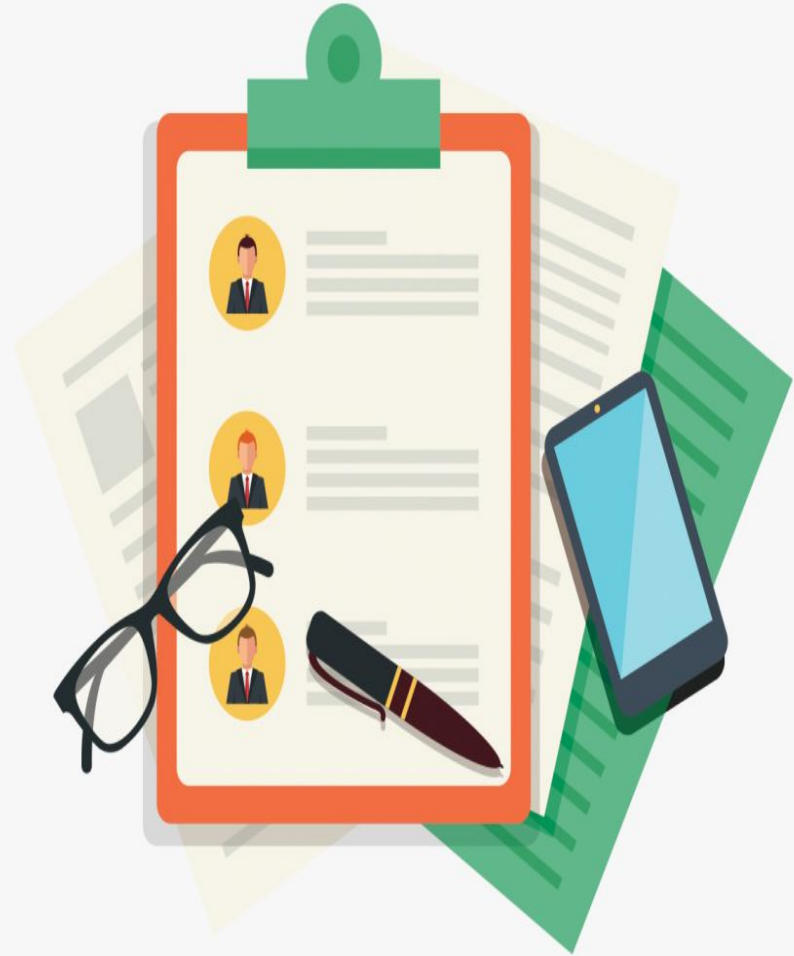
2020 Develop with Deutsche Bank Event - March 27, 2020 from 9:30am-5:00pm

- Deadline: Sunday, March 1st
- Sophomores

Check out the newsletter for more!

Resume/CV: The Basics

- What to Include
 - Contact info (name, address, phone #, email)
 - Education (high school, college)
 - Work Experience (previous jobs)
 - Skills, Qualifications (actuarial exams)
 - Volunteer work, Clubs, Hobbies
- How to Format
 - Subheadings
 - Font, size, length considerations
- Miscellaneous
 - Third-person (avoid pronouns)



Business Student Resume

3900 Bethel Drive • St. Paul, MN 55112 • 651-000-0000 • student@bethel.edu

EDUCATION

Bachelor of Arts in Business, Emphasis in Marketing

Bethel University
Minor in Psychology
GPA: 3.75

Expected Completion: May 2017

St. Paul, MN

SKILLS

- Extensive leadership experience resulting in stronger team and individual performance
- Strong written, oral, and interpersonal communication skills
- Highly effective critical thinker and team member
- Expert knowledge of Microsoft Word, Excel, Access, and PowerPoint

INTERNSHIP EXPERIENCE

Marketing Intern

Greater Twin Cities Charity Events, LLC

September 2016 - Present

Minneapolis, MN

- Gather information, prepare documentation, and research local fund raising events and companies to use for preparing the quarterly newsletter
- Assist in the research of marketing trends, including increasing the volunteer participants
- Organize volunteer data information and contact prospective volunteer applicants, resulting in an increase of total volunteers by 15%
- Contact volunteer coordinators of Fortune 500 companies and discuss ways to fulfill marketing needs for charity events
- Identify and develop volunteer retention strategies by conducting research analysis of the various Twin Cities volunteer programs

Sales Intern

Beth E.L. Products, Inc.

Spring 2016

St. Paul, MN

- Co-lead a team that facilitated product price adjustments to increase revenue by 10% and decrease expense costs by 5%
- Collaborated as a team member in marketing development and implementation of new products
- Researched marketing trends in social media, such as Facebook and Twitter
- Implemented a new accounting system to facilitate in-depth up-to-date reporting
- Worked with a team on two \$20,000+ projects in order to purchase, prepare, and more efficiently manage sales products

RELATED EXPERIENCE

Lead Sales Associate

Hallmark

Summers 2015 & 2016

Maplewood, MN

- Consistently met daily sales goals by providing exceptional customer service
- Replenished and maintained product inventory for store manager
- Developed an effective and efficient back-room storage arrangement for seasonal products

Server

Perkins Restaurant & Bakery

January 2013 - May 2015

Fridley, MN

- Provided timely food and beverage service to customers; maintained store cleanliness
- Recognized as December 2007 "Employee of the Month"

CAMPUS & COMMUNITY INVOLVEMENT

Member, Bethel Business and Economics Association

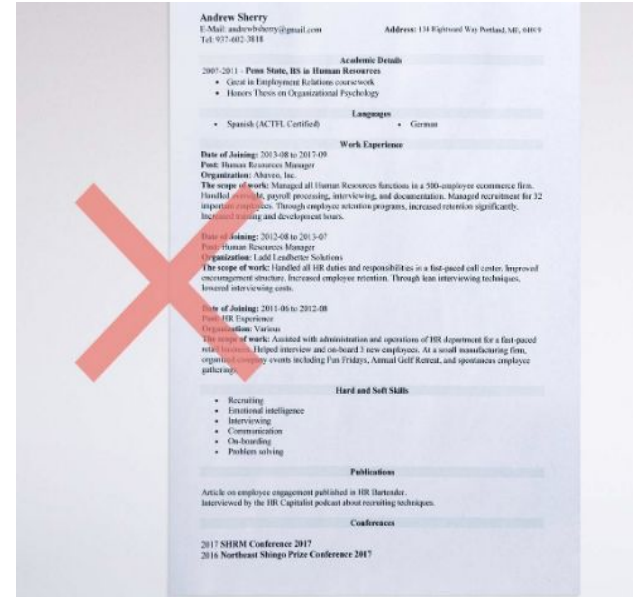
2014 - Present

Resume Tips

- Maximize your space
 - Thin margins, small font
- Use active verbs
- Bullet points
- Chronological order
- Include technical skills
 - Microsoft office, Social media, Programming languages
- (Humble) brag
 - You're the only one vouching for yourself!

Resumes: What to Avoid

- Inconsistent format
- Typos and Grammatical errors (duh)
 - Misuse of tenses
- Vagueness
- Jargon
 - Try to avoid job-specific vocabulary
- Excessive wordiness
 - Keep it clear
- Lying
 - (e.g. that nonprofit you “started” back in high school..)



Resume Review

Stick around at the end of today's meeting if you want your resume reviewed by an e-board member!



Interviewing Etiquette

- Dress appropriately
 - Business Professional
- Firm handshake
- Don't interrupt the interviewer
- Have good posture
- Smile!
- Thank the interviewer before you leave



Types of Interviews

1. HireVue
2. Technical
3. Behavioural



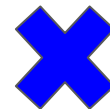
HireVue

- A digital interview done at home where you will be asked a question and you will need to record your answers given a short amount of time (usually behavioural type questions)
- Usually sent by the firm to every applicant, or may only choose certain applicants to do a HireVue
- Used to provide more depth to your resume and add a face to each applicant

HireVue Tips

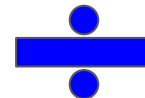
1. Make sure your camera is properly elevated
2. Sit in a well-lit area with a plain white wall as the background
3. Do practice questions
4. Make sure your equipment is working, you don't want to have any technical issues!
5. Wear a full outfit (including pants...)





Technical Interviews

- What are technical interviews?
 - Questions that assess technical intuition
 - Tests your knowledge and how you can apply it to real situations
 - Challenges your problem solving capabilities and communication skills
 - Varies widely based on the industry and job that you're applying for.
- Brain teasers may be asked!
- Don't be afraid – the interviewer will almost always guide you if you get stuck



Behavioral Interviews

- Why behavioral?
 - Companies are looking for how you will fit in the culture & job
 - Questions about dealing with conflict, stress, work ethic, etc.
- You should always be prepared for the most basic types of behavioural questions
 - Tell me about yourself...
 - What are some of your strengths/weaknesses?
 - Describe an obstacle you faced and how you overcame it...
- Helps to prepare some general answers beforehand
 - I.e. what strengths/weaknesses you want to mention
 - back up your answers with an anecdotes of a time you exemplified the quality you're describing
- Don't memorize word-for-word!

After the Interview...

- ALWAYS prepare to ask questions at the end of the interview - it shows your genuine interest in the role
- Make sure to follow up with a quick thank you email
 - Thank the interviewer for their time
 - Reiterate something you talked about during the interview that interested you
 - Re-express your interest in the position



Jeopardy Time! But first...

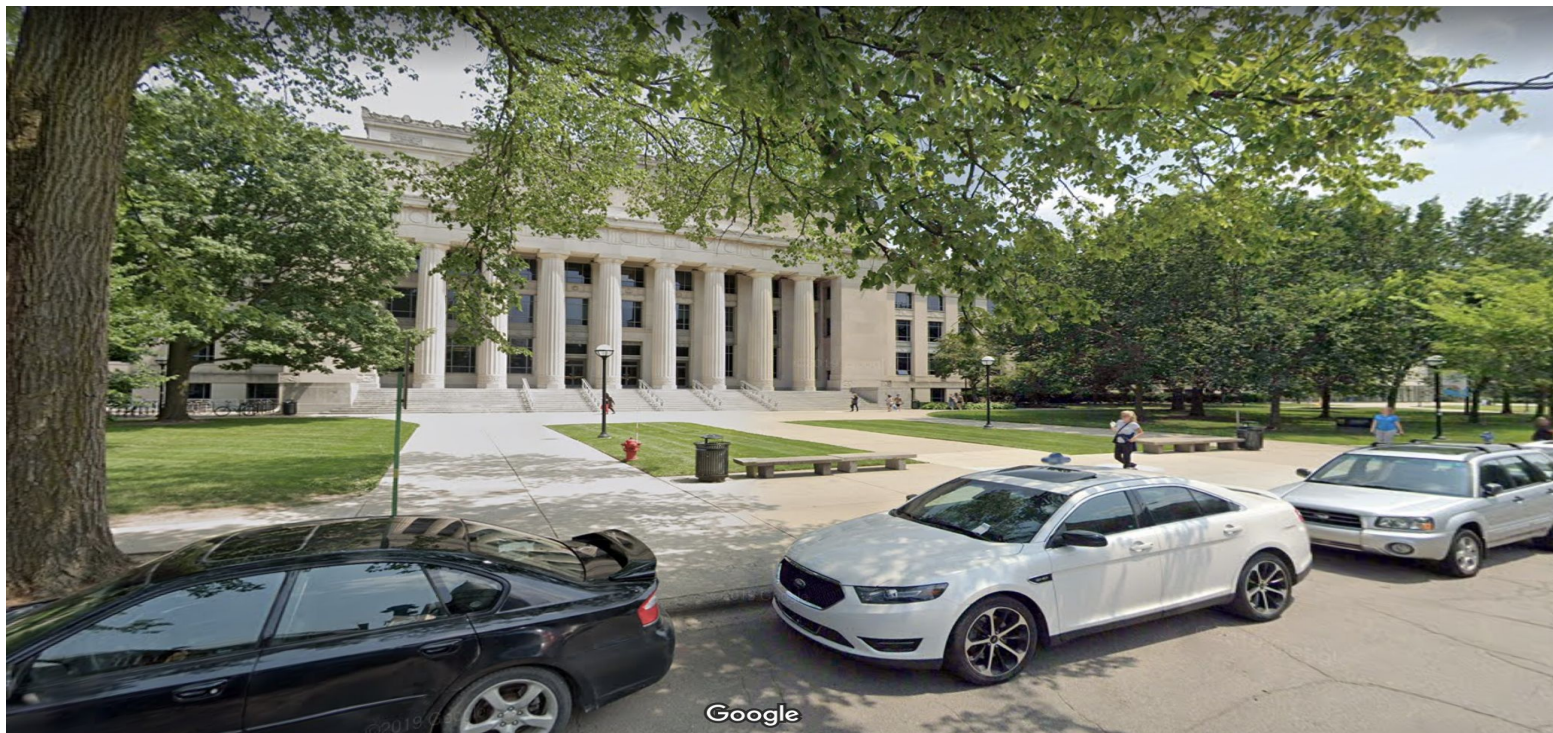
Fill out our Feedback Form!
bit.ly/ActSocFeedback



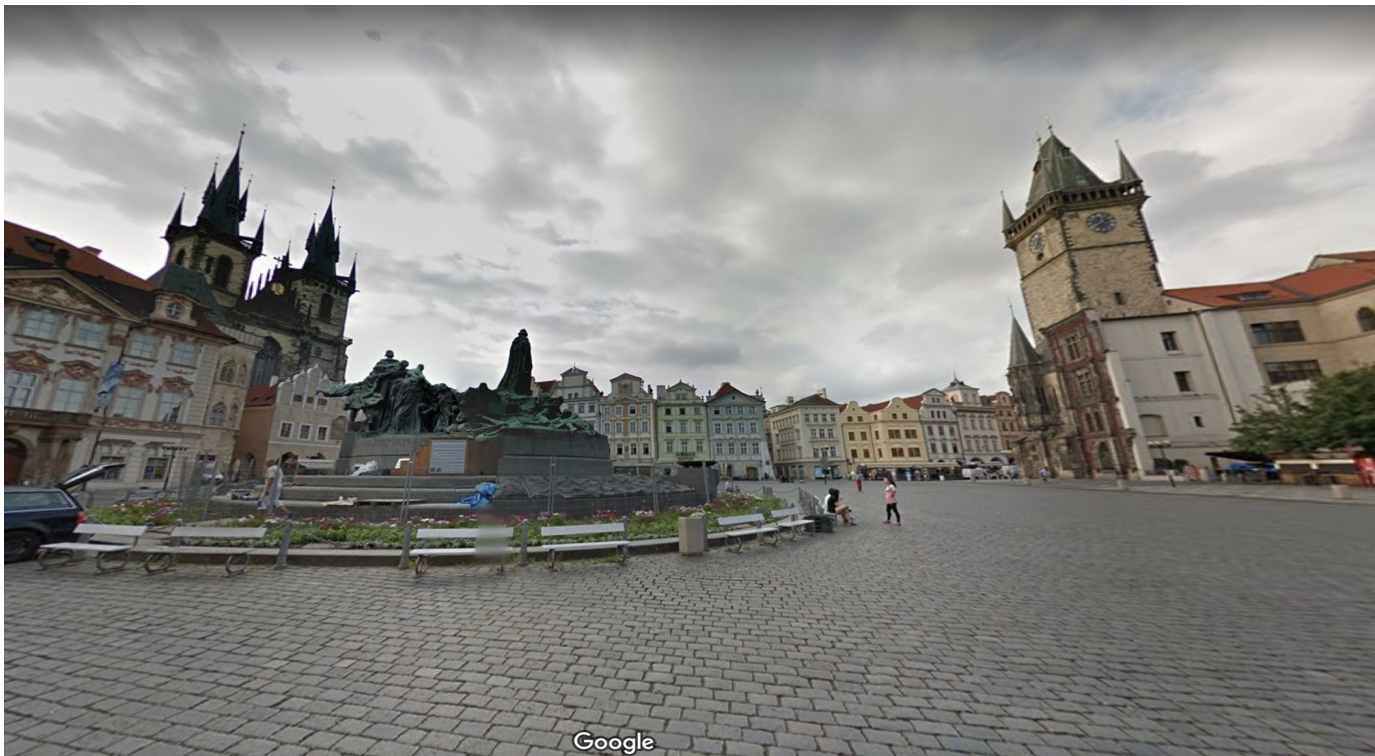
Geo Guesser	Interview + Resume	Price is Right	Technicals
<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>

GeoGuessr

100



Ann Arbor, Michigan



Prague, Czech Republic

GeoGuessr

300



Fullerton, CA

GeoGuessr

400



Wuhan, China

GeoGuessr

500



Bell Buckle, Tennessee

What should the typical format of a resume look like? (sections)

Personal Info, Education, Work Experience, Skills, Hobbies

**93% of companies use LinkedIn
for recruiting.**

“CV” is a common synonym for “resume.” What does CV stand for?

Curriculum vitae

How long does an interviewer look at your resume on average? (give a range of 10 seconds)

6 seconds

What is the reason for the rejection of 76% of resumes?

Unprofessional email address

Price is Right

100



\$450

Price is Right

200



\$495

Price is Right

300

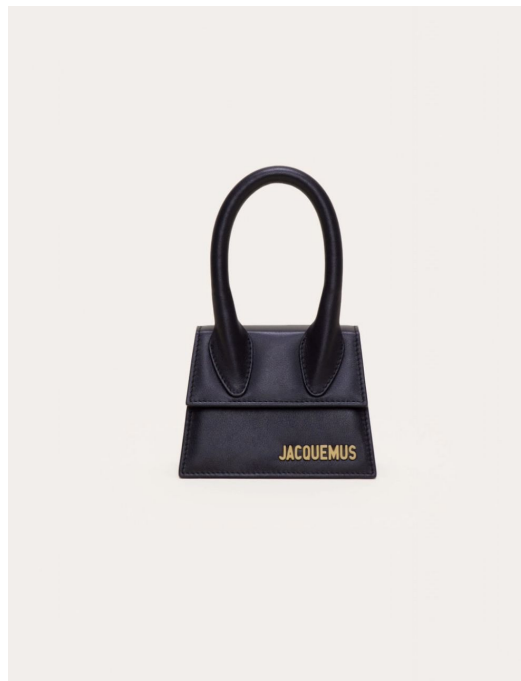


\$5,200/month



Price is Right

400



\$510

Price is Right

500



\$121

You roll a die twice. What's the probability of getting at least one 6?

11/36

What is the ones place (ending digit) of 3^{158} ?

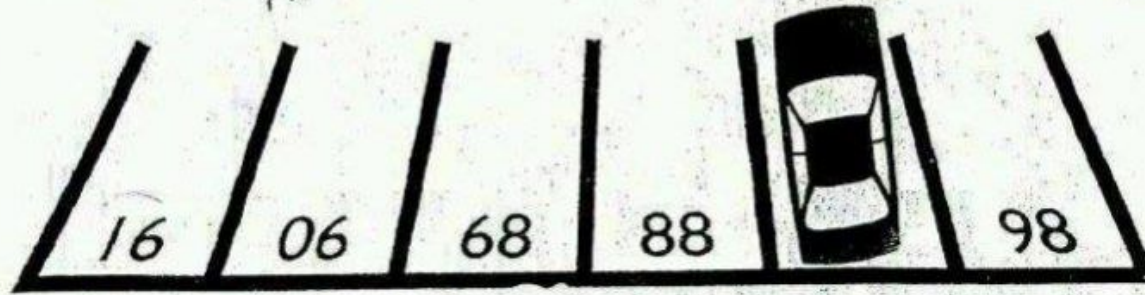
9

Technicals

300

A Lot of Thought

What is the number of the parking space containing the car?



87

Technicals

400

You have 50 black balls, 50 white balls, and 2 buckets. You place some of the balls in one bucket, and the remaining balls in the other. After doing so, a random bucket is chosen, and a random ball from that bucket is selected. How do you allocate the balls in order to maximize the probability of a black ball being chosen?

Hint: the balls do *not* have to be evenly distributed among the boxes.

Box 1: 1 black ball

Box 2: the rest of the 99 balls

Probability: $(0.5)(1/1) + (0.5)(49/99) = 0.75$

Technicals

500

You play a game where you flip a coin until you get two consecutive heads. You receive \$1 * (total flips). What is the expected value of this game?

Expected # of flips: 6

Expected Value: \$6

Follow us on Social Media!



facebook.com/actrlsoc



@nyuactsoc



nyuactuarialsociety.weebly.com

Subscribe to our weekly newsletter!