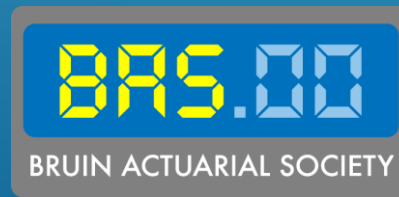


2018 CAREER FAIR PREPARATION WORKSHOP

Bruin Actuarial Society



Agenda

- Overview
- Preparing for Career Fair
- Preparing your Resume
- Dress Code
- Speaking with Firm Representatives
- After the Career Fair

Overview: Logistics

- Monday, October 8th from 5:00 PM – 7:30 PM
- Ackerman Grand Ballroom
- One of the largest actuarial career fairs in the nation
 - 20+ firms
 - 200+ BAS members

Overview: What is it?

- Most significant and most popular BAS event of the year
- Start of the recruiting season
- **All** students (whether seeking an actuarial position or not) are **highly** encouraged to attend
 - Firm representatives do remember faces year to year!
- Amazing opportunity to meet actuarial representatives from all industries

Overview: What will I gain?

- Learn about...
 - Actuarial internship and full-time opportunities
 - Different actuarial industries and lines of business
 - Different company cultures, values, and work environments
- Firm representatives are spending time and money to come out and speak to you. Listen to what they have to share!

Preparing for the Career Fair

- **Do your research!** Know a few things about the firm before you talk to the firm representative so you don't embarrass yourself.
- Things to know:
 - Line of business (Insurance or consulting? Life, Health, Retirement, P&C?)
 - Current events (Technological and political developments)
 - Business model (Public or private? Corporation? LLP? Government? Non-profit?)

Preparing Your Resume

- Example resume on pages 18-19 of the BAS Handbook, available on our website: <http://math.ucla.edu/~actuary/handbook.html>
- **Double, triple check** for spelling and grammatical errors! They are very obvious when printed.
- Should be carried in a dark portfolio or nice folder
- Be prepared to talk about listed experiences

Resume Tips

- The BAS Resume Book has been delivered to firms, but you can still revise your resume and hand them an improved hard copy
- We will be presenting a resume workshop after this presentation!
- We highly encourage you to stick around if:
 - You're interested in how to polish up your resume before you hand it off to firm representatives or submit it on online applications
 - You want personal advice from a BAS officer on what you can improve

Resume Tips

1. **Don't lie! You WILL be caught, and actuaries talk to each other!**
2. Make sure important information (graduation year, exams **with date**) is clear
3. Don't list irrelevant information. Try to minimize the amount of experiences from high school listed.

Resume Tips

4. No excess white space! No large margins, no double spacing...
5. Properly indent on the left, and align dates on the right (if applicable)—stay after for a trick on how to do this in MS Word
6. Keep it simple! You don't need different fonts and colors, nor do you need a fancy design. We **highly** recommend a standard template.

Business Professional Dress Code: Men



- Dark suit with matching pants
- Dress shirt and complementing tie
- Matching shoes and belt
- Long, dark socks

Business Professional Dress Code: Women



- Conservative skirt or pant suit
- Neutral colors
- Pressed, collared button-down shirt
- Closed-toe heels (no higher than 3 inches) or dress shoes
- Limit flashy jewelry and strong perfumes

Speaking with Firm Representatives

Greeting and Firm Handshake

“Hi, how are you doing tonight?”



Quick Introduction:

“My name is [...], and I’m a third-year majoring in Financial Actuarial Math.”



Conversation Starter:

“I’m interested in [...] because...”
“I was wondering if you can tell me about [...]”

Speaking with Firm Representatives

- **Do** ask questions that demonstrate your knowledge
- **Do** ask questions that show sincere interest
- **Do** ask about typical internship or full time opportunities
- **Do** ask what you don't know
- **Do** ask recruiters about themselves

Speaking with Firm Representatives

- **Don't** leave awkward silences
- **Don't** ask too many questions or talk too much about yourself
- **Don't** be too casual with firm representatives
- **Don't** lie about yourself through conversation or through your resume

Speaking with Firm Representative: Closing

- Give one, take one
 - Ask to present your resume
 - Ask for a business card
- Clarify application procedures and deadlines
- Thank them for their time

(Not so) Common Sense



BAD POSTURE vs **GOOD POSTURE**

X HEALTH
Back pain, often caused by extended hours of poor posture, is becoming increasingly common because of the amount of time we spend hunched over smartphones and slouching in front of computers.

HEALTH
Practicing good posture engages your core, opens up your diaphragm to help you breathe better, and gives your organs the room they need to aid in digestion.

FEEL
Slouching not only makes you look tired, but it also makes you feel sluggish, fearful and self-conscious.

FEEL
Straightening up and maintaining good posture can actually help increase energy, productivity, and even reduce stress.

COMMUNICATION
Poor posture communicates to those around you that you may be bored, nervous, fearful or self-conscious.

COMMUNICATION
Simply pulling your shoulders back, chin up and back straight communicates confidence, presence and openness and helps you own the room.

APPEARANCE
Besides the obvious hunchback syndrome, slouching can make you look unhealthy, unattractive, and even a couple pounds heavier.

APPEARANCE
Holding yourself upright and in good posture can help you look younger, more vibrant, and attractive.

Did You Know?
Posture is the number 1 reason for doctor visits and missed work-days after the common cold.
A Lumo Lift a day could literally keep the doctors away!

www.lumobodytech.com

Powered by **LUMO**

Pay attention to your body language!

After the Career Fair

- Follow up with any questions you have
- Send **personalized** emails of thanks
 - Remind them who you are and what you talked about (nothing generic)
- Apply!
- Work on your LinkedIn and Handshake profiles
- (Hopefully) prepare for interviews!

Final Notes

- “It takes many good deeds to build a good reputation, and only one bad one to lose it” – Benjamin Franklin
- At the career fair, you represent BAS and UCLA student actuaries
- Be prepared. Be professional.

Questions?