

Career Fair Prep Workshop

Bruin Actuarial Society

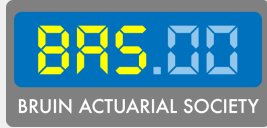
Agenda

1. Overview
2. Preparing for Career Fair
3. Dress Code
4. Resume Tips
5. Speaking with Firm Representatives
6. Firm Rep Feedback + After the Fair





1. Overview



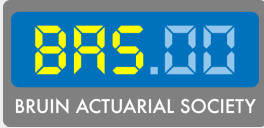
Logistics

- **October 3rd Monday, 6:00-8:30PM**
 - Ackerman Grand Ballroom
 - About 14 firms attending the in-person session
- **October 4th Tuesday, 6:00-8:30PM**
 - Zoom
 - About 9 firms attending the virtual sessions



What is the Career Fair?

- Most significant and popular BAS event of the year!
- Start of recruitment season
- All students are encouraged to attend
 - Even if you are not looking for a position this year, firm representatives do remember faces
- Wonderful opportunity to meet actuarial representatives from all industries



Why should I go?

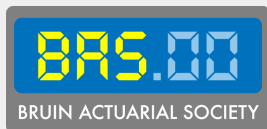
→ Learn about.....

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



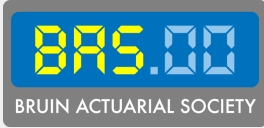
2.

Preparing for the Career Fair



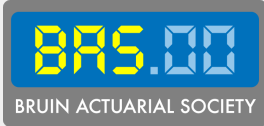
Preparing for the Career Fair

- **Do your research!** Have background knowledge about companies before talking to firm reps!
- **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 or LLC? Government? Non-profit?)
 - Mergers and acquisitions
 - Full-time or internship



Preparing for the Career Fair

- If you require company sponsorship, look up whether the firm sponsors. **DO NOT** ask firm reps if they sponsor.
- Firms that conduct on-campus recruitment will post job openings on Handshake:
 - www.ucla.joinhandshake.com
- For each job posting, Handshake will tell you one of the following:
 - “Employer requires work authorization”
 - “Employer does not require work authorization”
 - “Employer will sponsor a work visa and accepts OPT/CPT”



Preparing for the Career Fair

Full-Time • Internship

Actuarial Internship (Undergraduate & Graduate)

 **CVS Health**
Chicago, IL and 6 more

About the role

Application deadline	Posted date	Seasonal role
December 30, 2022 9:00 PM	August 31, 2022	(5/22/23 - 8/11/23)
Company division	Remote	US work authorization
Corporate UR	Remote workers allowed	Required

Full-Time • Internship

2023 Spring Healthcare Analytics Intern

 **Milliman**
Hartford, CT

About the role

Application deadline	Posted date	Seasonal role
December 31, 2022 10:00 PM	August 30, 2022	(1/17/23 - 6/9/23)
Estimated salary	Remote	US work authorization
\$23.00 Per hour	Remote workers allowed	Accepts OPT/CPT



3. Dress Code

Business Prof. (Women)



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

Business Prof. (Men)

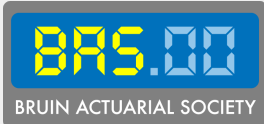


- Dark suit with matching pants
- Plain dress shirt and a color complementing tie
- Matching shoes and belt
- Long , dark socks



4.

Resume Tips



Format

- ONE page long
- Avoid Large Blank Spaces
- Consistent margins and fonts
- 10 – 12 pt. font

FIRSTNAME LASTNAME
ProfessionalEmailAddress@domain.com | (###) ###-#### | Permanent Address

EDUCATION

University of California, Los Angeles Los Angeles, CA
B.S. Financial Actuarial Mathematics, Specialization in Computing Expected Jun 2020

- GPA: 3.XX/4.00
- Activities: [List some club memberships]
- Relevant Coursework: Mathematics of Finance, Life Insurance and Annuities

ACTUARIAL EXAMS

- Passed Exam P (Score 8/10) Jan 2019
- Sitting for Exam FM Dec 2020
- Fulfilled VEE Economics Jun 2019

WORK EXPERIENCE

ABCD Company City, State
Position Title Jun 2019 – Aug 2018

- [Arrange bullet points in order of importance/relevance]
- [Start each bullet point with a strong, past-tense action verb]
- [Talk about *what* you did, *how* you did it, and *why* it matters]
- [Think about and focus on what skills and experiences an employer would care about]

XYZ Company City, State
Position Title Jun 2018 – Sep 2018

- [Try to have around 3 bullet points for each iter—at least 2, no more than 4]
- [Be specific about what you accomplished—broad generalities aren't helpful]
- [Replace old, irrelevant work experience with more applicable actuarial experiences when possible]

RELEVANT EXPERIENCE

Bruin Actuarial Society Case Competition Los Angeles, CA
Finalist Jan 2019

- [Try to fill as much of the line as possible—use all the space you can]
- [If your bullet point goes to a second line, try to use as much of it as you can so it doesn't look bare]
- [Use a variety of action verbs—there are plenty to choose from; avoid repeating]

LEADERSHIP

Name of Society / Club Los Angeles, CA
Position Title Sep 2018 – Present

- [Look for some organizations to seek a leadership position in—doesn't have to be professional]
- [If you don't have any leadership experience, you can list "Extracurricular Activities" instead]
- [Even if the activity isn't professional, try to frame the activity in contexts employers would care about]

SKILLS

- *Computer Skills:* Intermediate Microsoft Excel, Introductory C++, etc.
- *Languages:* [Languages you can speak and proficiency level]
- *Interests:* [List a few of your interests—some interviewers like to see these]

18

“Quadrant Rule” : Try to have the same amount of text and blank space in each quadrant

- Common Mistake; Having too much blank space in the top right quadrant



Content

- **Contact information:** email, phone number, permanent address(within US, optional)
- **Effective, concise bullet points:**
 - WHAT you did, HOW you did it, WHY it matters
- **Varied, strong, past tense, action verbs**
- **Relevant information**
 - See page 17 of our handbook for more action verbs
- **Limit to relevant information – exclude high school content unless you are a freshman**

Action Verbs

Action Verbs by Skill Categories

Administrative	Communication	Creative	Organizational	Tutoring	Technical	Management
administered	addressed	conceptualized	arranged	adapted	assembled	advanced
allocated	addressed	created	audited	advised	built	appointed
assigned	articulated	customized	catalogued	assisted	calculated	balanced
attained	authored	designed	collected	clarified	computed	chaired
consolidated	clarified	drafted	compiled	coached	critiqued	coordinated
controlled	composed	fashioned	compiled	communicated	designed	decided
coordinated	convinced	formulated	critiqued	counseled	devised	delegated
corporated	corresponded	founded	diagnosed	demystified	engineered	directed
directed	directed	generated	facilitated	educated	evaluated	established
established	influenced	implemented	forecasted	encouraged	fabricated	expedited
executed	interpreted	initiated	generated	explained	inspected	handled
managed	lectured	instituted	handled	facilitated	investigated	incorporated
organized	marketed	integrated	modified	guided	modeled	lead
performed	motivated	invented	operated	informed	operated	motivated
planned	negotiated	launched	prepared	instructed	programmed	oversaw
produced	persuaded	originated	processed	persuaded	reconciled	planned
scheduled	publicized	pioneered	shaped	referred	summarized	prioritized
strengthened	responded	revitalized	systematized	trained	upgraded	supervised



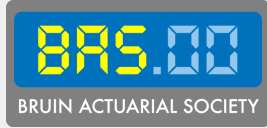
Resume Critique Comments

- Use a reasonable amount of bullet points (2-4)
- Know the difference between hyphens, en dashes, and em dashes
 - Keep the spacing on each side consistent
- Ensure month abbreviations are consistent
 - Don't Abbreviate "Mar" but not "June"
- Use a professional email address

Hyphen -

En dash –

Em dash —



Comments From Firm Reps

- Make sure there is some white space to avoid overwhelming the reader
- Clearly indicate your graduation date
 - Helps firm reps quickly identify what type of position you're looking for (internship vs. full-time)
- Avoid generic, qualitative character traits (e.g. hard-working, motivated)
 - These characteristics should be clear in your bullet points
- Check for spelling errors and grammar mistakes

Cover Letter

- Address the employer's "wish list"
- Describe your skills and highlight things not already in your resume
- Differentiate yourself from the crowd
- Actively promote yourself
- Send to a specific individual
- Resist the temptation of the "fill in the blank approach"





5.

Speaking with Firm Reps

Speaking with Firm Reps

Greeting

- “Hi, how are you tonight!”

Introduce Yourself

- “My name is [...] and I am a [...] year majoring in [...].”

Start a Conversation

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

Speaking with Firm Reps



DO...

- Be confident
- Be sincere
- Ask questions to demonstrate your knowledge
- Ask questions about the internship/full-time positions
- Ask recruiters about themselves



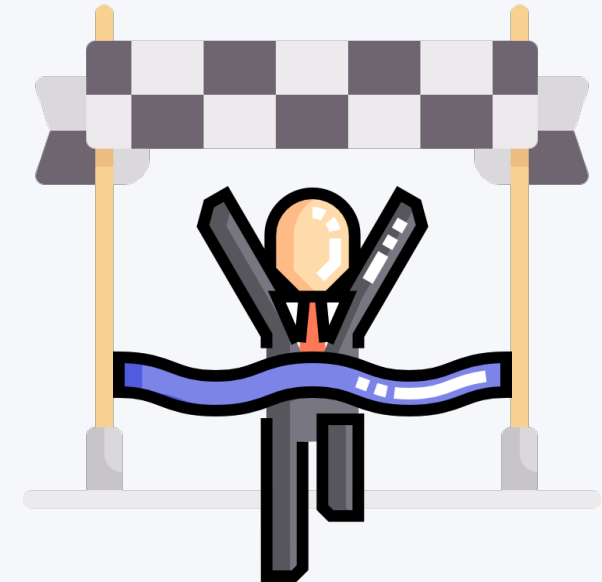
DON'T...

- Lie about yourself
- Ask too many questions
- Be too casual
- Be too nervous
- Leave awkward silences
- Bad mouth other employers/competitors

Speaking with Firm Reps

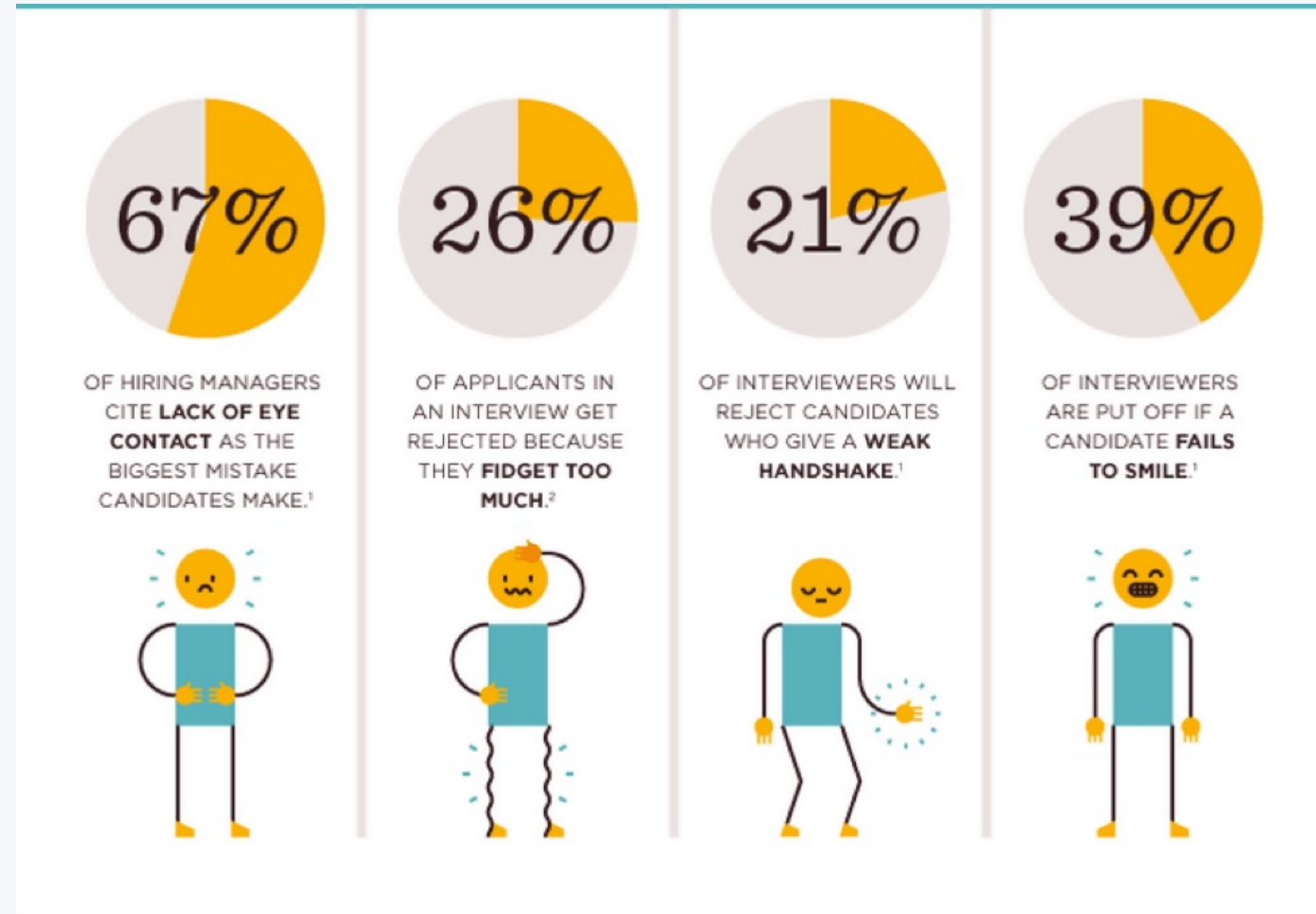
Closing

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



The Power of Body Language

Employer surveys conducted by Career Builder and Adecco suggest that every little thing you're doing with your eyes, hands, and body during an interview could be sending out signals about you that you're completely unaware of.





6.

Firm Rep Feedback + After the Career Fair



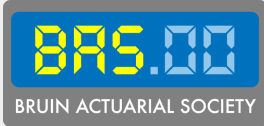
After the Career Fair

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



Firm Rep Feedback

- Do your research on the firm and the industry
- Ask **genuine, specific** questions
- Don't ask Google-able questions
- Don't sound too scripted
 - A genuine, natural conversation is preferred
- **Include GPA on your resume if it's high enough**
 - Firms often use it to screen for interviews

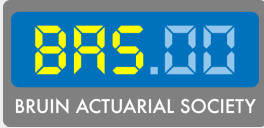


Final Notes

"It takes many good deeds to build a good reputation, and only one bad one to lose it"
– Benjamin Franklin

You represent BAS and UCLA student actuaries at the career fair.

Be prepared and be professional!



AND THAT'S A WRAP!

KEY TAKEAWAYS

- ✓ We encourage all students to come, regardless of whether you are currently recruiting!
- ✓ Do your research and ask questions! This is one of the best opportunities to learn about the industry.

ANNOUNCEMENTS

- ✓ Career Fair RSVP form is now OPEN! Must be a paid member to attend the Career Fair
- ✓ Career Fair RSVP deadline is Wednesday 9/28 at 8 PM
- ✓ Actuarial 101 and Recruitment Prep on Friday 9/30 in MS 6627



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www.math.ucla.edu/~actuary/



[@bruinactuaries](https://www.instagram.com/bruinactuaries)

Questions?

