

CAREER FAIR PREP WORKSHOP

Presented By:

UCLA's Premier **Actuarial**
Student Organization



BAS.00
BRUIN ACTUARIAL SOCIETY

AGENDA

01

Overview

02

Preparing for Career Fair

03

Dress Code

04

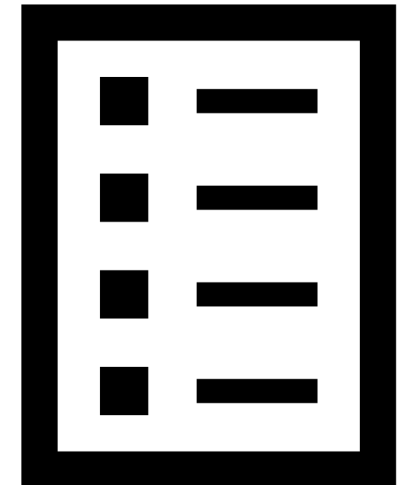
Resume Tips

05

Speaking with Firm
Representatives

06

Firm Representative Feedback
+ After the Fair



01. Overview



CAREER FAIR LOGISTICS

- Tuesday, October 10th from 6:00 PM to 8:30 PM
 - Location: Bruin Reception Room
 - Around 20 firms will be in attendance
- Check in to receive your nametag!



ABOUT THE CAREER FAIR

- Our most significant BAS event of the academic year!
- Marks the beginning of recruiting season
- All students (regardless of what year in school) are encouraged to attend
 - Even if you do not plan to recruit, this is a great opportunity for firm representatives to remember you!
- Wonderful opportunity to network and meet actuarial firm representatives from various industries



WHY SHOULD YOU ATTEND?

- Chance to learn more about:
 - Internship, full-time, and part-time actuarial opportunities
 - Various industries and lines of business
 - Different companies
- Firm representatives are spending their time to speak with you. It is important to listen to what they have to share!



02. Preparing for Career Fair



“

IF I HAD SIX HOURS TO CHOP DOWN A TREE,
I WOULD SPEND THE FIRST FOUR
SHARPENING THE AXE.

ABRAHAM LINCOLN

”



RESEARCH BEFOREHAND!

- Do your research! Have background knowledge about companies before talking to firm reps!
- Non-exhaustive list of things you should know:
 - Lines of business (Insurance or consulting? Life, Health, Retirement, P&C?)
 - Current events (Technological and legal developments)
 - Business model (Public or private? Corporation or LLC? Government? Non-profit?)
 - Mergers and acquisitions
 - Recruiting for full-time or internship



FOR INTERNATIONAL STUDENTS

- 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”



FOR INTERNATIONAL STUDENTS

Full-Time • Internship

Early Careers: Actuarial Intern

 **Aon**
On-site • United States

About the role

Application deadline	Posted date	Seasonal role
October 9, 2023 9:00 AM	September 12, 2023	(6/3/24 - 8/9/24)

Estimated pay	Location type	US work authorization
\$20.00-30.00 per hour	On-site	Will sponsor a work visa and accepts OPT/CPT

Full-Time • Internship

Actuarial Internship - Summer 2024

 **CNA Insurance**
On-site • Chicago, IL

About the role

Application deadline	Posted date	Seasonal role
March 5, 2024 10:00 PM	September 20, 2023	(6/3/24 - 8/12/24)

Location type	US work authorization
On-site	Required



03. Dress Code



“

CLOTHES DO NOT BUILD CAREERS,
BUT THEY HAVE CERTAINLY
LAUNCHED MANY!

”



BUSINESS PROFESSIONAL



- Neutral colors (Black, Navy Blue, Beige or Grey is highly preferred)
- Skirt or pantsuit beyond or near knee-length
- Pressed, collared button-down shirt/blouse
- Closed-toe heels or dress shoes (no higher than 3 inches)
- Limit flashy jewelry and strong perfumes

BUSINESS PROFESSIONAL



- Dark suit with matching pants (Light Grey is acceptable)
- Plain dress shirt (preferably white or other light colors)
- A color complimenting tie with minimal patterns (no skinny ties!)
- Matching shoes and belt
- Long, dark socks (no ankle socks!)

4. Resume Tips

Your gateway to a professional
career



FORMAT

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 item—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 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]

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“**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

- ONE page long
- Avoid large blank spaces
- Consistent margins and fonts
- 10 – 12 pt. font



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
- If you have not applied and received VEEs, DO NOT include VEEs on your resume



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"



05. Speaking with Firm Reps



SPEAKING WITH FIRM REPS

1

STEP 1

Greet the Firm Rep(s)

- “Hi, how are you tonight!”

2

STEP 2

Introduce Yourself

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

3

STEP 3

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 INTERNSHIP & FULL-TIME OPPORTUNITIES
- 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 OR COMPETITORS

SPEAKING WITH FIRM REPS

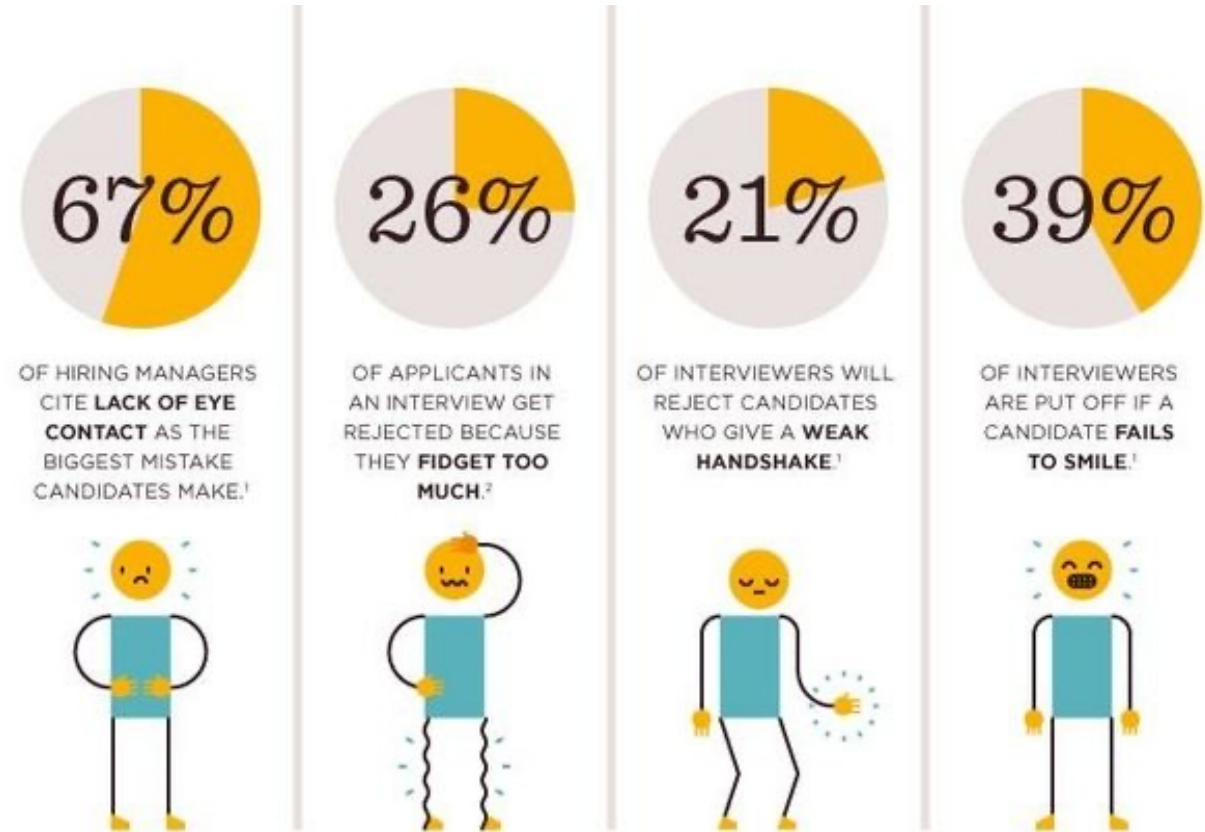
Closing

- 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 complete unaware of.



<https://www.oneeighty.co.nz/the-power-of-body-language>

06. Firm Representative Feedback + After the Career Fair



FIRM REPRESENTATIVE FEEDBACK

- Make sure you research the industry and the firms in attendance
- Ask specific, genuine questions
- Do not ask simple questions that can be answered through Google
- Do not sound too scripted
 - Have a natural, genuine conversation
 - Enjoy the experience!



AFTER THE CAREER FAIR

- You should follow up with the firm representatives with any questions
- Send the firm reps personalized thank you emails
 - Remind them of your name and what you talked about
 - Try not to be generic
- Apply to opportunities!
- Update your Handshake and LinkedIn profiles
- Prepare for potential upcoming interviews



“

“It takes many good deeds to build
a good reputation, and only one
bad one to lose it”

– Benjamin Franklin

”



FINAL NOTES

- You are representing BAS and UCLA student actuaries at this Career Fair
- Be prepared and be professional!
- Good luck!



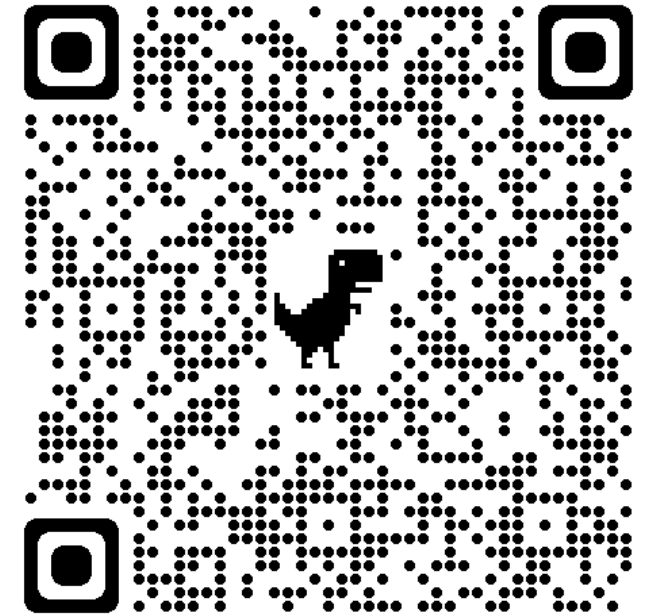
TAKEAWAYS SLIDE

KEY TAKEAWAYS

- Tuesday, October 10th from 6:00 PM to 8:30 PM
- Bruin Reception Room
- We encourage all students to attend!

ANNOUNCEMENTS

- Career Fair RSVP form is open NOW! Must be a paid member to attend the event!
- RSVP Deadline for Career Fair is Friday 10/6 at 8 PM
- Actuarial Recruitment Presentation on 10/6 at 6 PM



bruinactuaries@gmail.com



www.math.ucla.edu/actuary/



@bruinactuaries





Thank you

Any questions?