

2024 CAREER FAIR PREP WORKSHOP

Oct 1, 2024



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SECTION 01

OVERVIEW

CAREER FAIR LOGISTICS

- Monday, October 7th from 6:00 PM to 8:30 PM
 - Location: Bruin Reception Room
 - ~50 firm reps from 15 firms will be in attendance
- Check-in at 5:45 PM to receive your nametags



ABOUT THE CAREER FAIR

- Our most significant BAS event of the academic year!
- Marks the beginning of recruiting season
- All students are encouraged to attend, regardless of year in school



Even if you are a freshmen, a very underrated trick is to start developing the relationship with recruiters so that you can set yourself up for the next year (play the long-term game!)

- 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 from different companies
- Like any skill, talking to firm representatives takes practice.
 - Getting those experiences early on will only help you in the long term.
- Firm representatives are spending their time to speak with you. It is important to listen to what they have to share!



SECTION 02

PREPARING FOR CAREER FAIR

“


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

”

RESEARCH IS KEY!

- It is **crucial** to have background knowledge about the company AND the internship posting (if already posted) before talking to your firm reps.
- Non-exhaustive list of things you should know:
 - Lines of Business (P&C, Health, Life, Retirement, Consulting, etc.)
 - Recruiting for internship or full-time
 - The basic responsibilities of an intern (daily tasks, project based, etc.)
 - Career Progression and Growth Opportunities
 - Study Program
 - Current events (technologies and innovation)
 - Mergers and acquisitions

SOME EXAMPLES



Kaiser Permanente
Actuarial Bachelor's Intern

Apply Now

Job Details

🕒 **Uploaded On** January 26, 2024

📍 **Location** Pasadena, United States

📍 **Remote?** No

Company Overview

📍 **Headquarters** Oakland, CA

🕒 **Number of Employees** 218000

🔍 **Estimated Number of Actuaries** 124

💰 **Salary** \$42k-\$54k

Glassdoor Ratings

👤 **Recommend to a Friend** 72%

📊 **Overall Score** 3.9 / 5

Find Similar Jobs

Health Care Service Corporation
University Relations - Actuarial Intern
Chicago, United States |
September 17, 2024
Health ASA Intern \$34k-\$72k

Internship Project(s):

Portfolio Balancing and Alignment, benefit pricing, market support

Target Majors:

Math/Statistics

Target Skills:


Pursuing a career as an actuary, at least one actuarial exam

Job Summary:

Lay the groundwork for a dynamic future with an industry leader. At Kaiser Permanente, you'll forge lasting relationships with colleagues across the organization while enjoying the opportunity to grow your experience and hone your expertise on assignments that have real impact. Our interns have worked on everything from analyzing financial software and developing new marketing strategies, to designing mobile apps and helping clinicians improve care delivery. We want you to get the most out of your time here and will give you projects that challenge you to think freely, question thoroughly, and explore deeply.

Essential Responsibilities:

- Contributing to a designated project or initiative to meet a KP business objective.
- Report development and analytics.
- Project management - planning, execution, and measurement.
- Learning new applications needed to complete assignments or support the execution of business objectives.



Elevance Health
Actuarial Internship - Summer 2025

Apply Now

Job Details

🕒 **Uploaded On** September 29, 2024

📍 **Location** Indianapolis, United States

📍 **Remote?** No

Company Overview

📍 **Headquarters** Indianapolis, IN

🕒 **Number of Employees**

🔍 **Estimated Number of Actuaries** 348

Glassdoor Ratings

👤 **Recommend to a Friend** 69%

📊 **Overall Score** 3.7 / 5

Minimum Requirements:

- Must be part of an approved academic course of study, and that course of study must be applicable to the company's operations or the support of those operations.
- Ability to work 40 hours per week for the duration of the summer internship (5/19/25-7/25/25)

Preferred Skills, Capabilities and Experiences:

- Preferred BA/BS degree program in Actuarial Science, Mathematics, Statistics, Finance, or other related degree.
- Candidates in their Junior or Senior year are preferred
- Demonstrated teamwork and leadership ability as evidenced in extracurricular activities
- Excellent communication, analytical, and problem-solving skills
- Experience in the use of MS Office suite (Word, Excel, and Access)
- Previous internship experience

Job Level:
Non-Management Non-Exempt

Workshift:

Job Family:
ADM > Intern

Please be advised that Elevance Health only accepts resumes for compensation from agencies that have a signed agreement with Elevance Health. Any unsolicited resumes, including those submitted to hiring managers, are deemed to be the property of Elevance Health.

Who We Are

Elevance Health is a health company dedicated to improving lives and communities - and making healthcare simpler. We are a Fortune 25 company with a longstanding history in the healthcare industry, looking for leaders at all levels of the organization who are passionate about making an impact on our members and the communities we serve.

FOR INTERNATIONAL STUDENTS

- If you require company sponsorship, research beforehand whether the company sponsors. **DO NOT** ask firm reps.
- 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:
 - “Employers requires work authorization”
 - “Employers does not require work authorization”
 - “Employers will sponsor a work visa and accepts OPT/CPT”



FOR INTERNATIONAL STUDENTS

Full-Time • Internship

Early Careers: Actuarial Intern

AON 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 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

BAS.00

BRUIN ACTUARIAL SOCIETY

SECTION 03

DRESS CODE

“

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

”

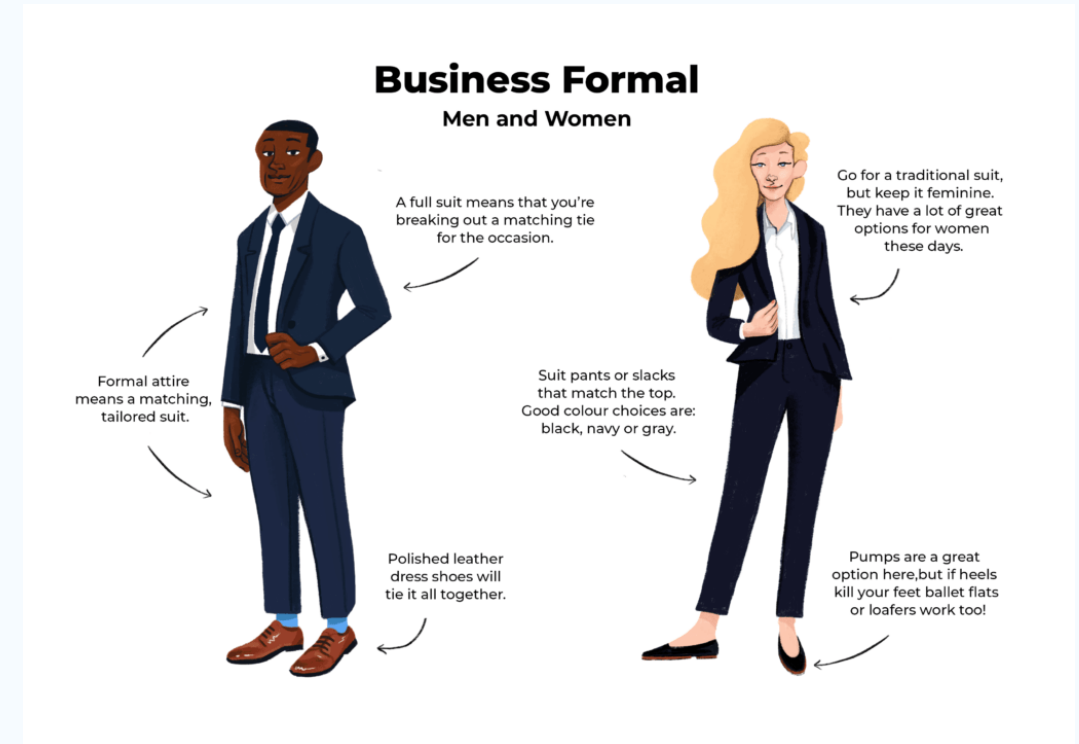
DO's

- Dress in Neutral colours (Black, Navy Blue, Beige or Grey is highly preferred)
- Skirt or pant suit must be beyond or near knee-length
- Pressed, collared button-down shirt/blouse
- Dark suit with matching pants is allowed (Light Grey is acceptable)
- Plain dress shirt (preferably white or other light colors)



DO's

- Closed-toe heels or dress shoes
- A color complimenting tie with minimal patterns
- Matching shoes and belt
- Long, dark socks



DON'Ts

- Heels should not be higher than three inches
- Limit flashy jewelry and strong perfumes
- No skinny ties
- No ankle length socks
- Don't carry a bulky purse



SECTION 04

RESUME TIPS

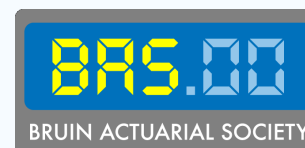
FORMAT

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	
<ul style="list-style-type: none"> GPA: 3.XX/4.00 Activities: [List some club memberships] Relevant Coursework: Mathematics of Finance, Life Insurance and Annuities 	
ACTUARIAL EXAMS	
<ul style="list-style-type: none"> Passed Exam P (Score 8/10) Sitting for Exam FM Fulfilled VEE Economics 	Jan 2019 Dec 2020 Jun 2019
WORK EXPERIENCE	
ABCD Company Position Title [Arrange bullet points in order of importance/relevance] [Start each bullet point with a strong, past-tense action verb] [Talk about <i>what</i> you did, <i>how</i> you did it, and <i>why</i> it matters] [Think about and focus on what skills and experiences an employer would care about]	City, State Jun 2019 – Aug 2018
XYZ Company Position Title [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]	City, State Jun 2018 – Sep 2018
RELEVANT EXPERIENCE	
Bruin Actuarial Society Case Competition Finalist [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]	Los Angeles, CA Jan 2019
LEADERSHIP	
Name of Society / Club Position Title [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]	Los Angeles, CA Sep 2018 – Present
SKILLS	
<ul style="list-style-type: none"> 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] 	

“**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)
- Education → Actuarial Exams → Work Experience → Relevant Experience → Leadership → Skills
- Limit to relevant information — exclude high school content unless you are a freshman
- Effective, concise bullet points:
 - WHAT you did, HOW you did it, WHY it matters
- Varied, strong, past tense action verbs



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

 hyphen	 en dash	 em dash
---	--	--

- Ensure month abbreviations are consistent
 - Don't abbreviate “Mar” but not “June”
- Use a professional email address

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 are looking for (internship vs. full-time)
- Avoid generic, qualitative character traits (e.g. hard-working, motivated, etc.)
 - 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"



SECTION 05

SPEAKING WITH FIRM REPRESENTATIVES

SPEAKING WITH FIRM REPS

STEP 1

Greet the Firm Rep(s)

"Hi, how are you tonight?"



STEP 2

Introduce Yourself

"My name is ..."

"I am a ... year"

"Majoring in ..."



STEP 3

Start a Conversation

*"I'm interested in
[company] because"*

*"I was wondering if you
could tell me about ..."*



SPEAKING WITH FIRM REPS



DOs

- Be confident
- Be sincere
- Ask questions to demonstrate your knowledge
- Ask questions about internships & full-time opportunities
- Ask recruiters about themselves



DON'Ts

- 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

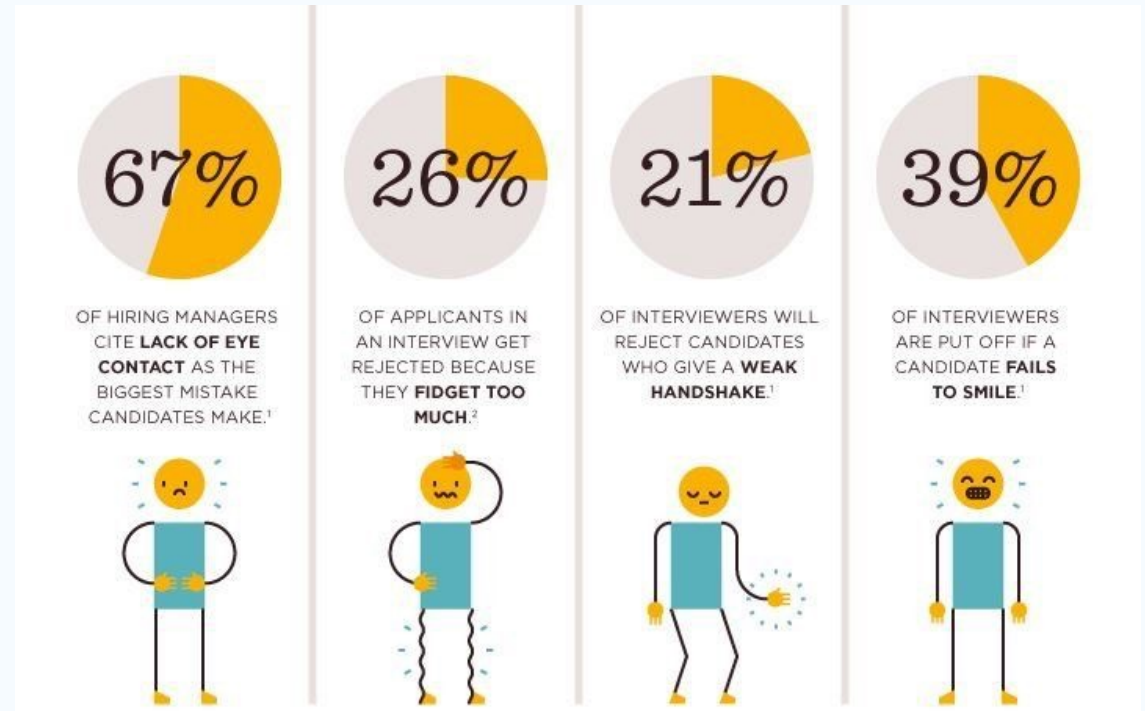
Closing

- Give one, take one
 - Ask to present your resume
 - Ask to take their business card or contact
- Clarify about application process and deadlines
- Thank them for your time
- Be mindful of others waiting to speak to the firm rep



THE POWER OF BODY LANGUAGE

- Maintain appropriate eye contact
- Don't fidget too much
- Give a confident handshake
- Remember to smile
- Engage actively to show attentiveness (ie. nodding)



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

SECTION 06

FIRM REPRESENTATIVE FEEDBACK + AFTER THE CAREER FAIR

FIRM REPRESENTATIVE FEEDBACK

- Do not ask simple questions that can be answered through Google.
 - For example: What departments are in your firm? Which teams are hiring?
- Make sure you research the industry and the firms in attendance.
 - We will send out a Firm Info Sheet later this week.
 - You should do research on your targeted companies over the weekend.
- Ask specific, genuine questions.
 - While you should be prepared, do not be too scripted. A good way to do this is to make sure you have a "transition" between your questions, so that they are not too abrupt when you move to your next question.
 - Enjoy the experience!



EXAMPLE QUESTIONS

- What would you say is a typical project that an intern would work on at your firm?
- Could you please share the typical career path for someone starting in an entry-level actuarial position at your firm?
- What kinds of training and professional development opportunities does your company provide for new hires?
- How does your firm support employees in their journey to pass actuarial exams?
- How is your experience of the company culture like, and how does it influence your work?
- What qualities do you value in candidates, aside from technical skills?

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.

”

FINAL NOTES

- You are representing BAS and UCLA at this Career Fair.
- BAS is here to provide you with all that you need, but you must prepare yourself.
- Be prepared and be professional!
- **Good luck!**



KEY TAKEAWAYS

- Showing up is only half the game; remember to dress well, be engaging, take care of body language, make a good impression and follow-up!
- Do your research before attending the Career Fair. We will send out Firm Info Sheets later this week so you can research over the weekend.
- Feel free to bring along a folder with your printed Resume.

ANNOUNCEMENTS

- Career Fair RSVP is OPEN! **Deadline for Career Fair Registration is Friday, 10/4, 8PM PDT.** Must be a Paid Member to join.
- Office Hours on Wed-Fri at 3pm-6pm @MS2354.
 - You can pay membership fees here.
 - You can bring Resumes for critique or drop by with questions on how to prepare for the Career Fair (how to do company research, talking points etc)
- Actuarial Recruitment Workshop on 10/4 at 6PM (MS 6627)



www.math.ucla.edu/~actuary/



bruinactuaries@gmail.com



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



THANK YOU

Any questions?

